

UNM-TAOS COURSE PROPOSAL

Please use one form per course AND attach a syllabus. You may use a past or current syllabus if you have been approved by UNM Main Campus as an instructor for this course. Provide an electronic copy to your Academy Head. If you do not have a resume on file with UNM-Taos, please attach a resume to this course proposal. **NOTE:** Every effort will be made to accommodate teaching times, classroom and equipment requests, however due to the limited availability of classroom space, and other support resources, not all preferred proposed requests can be accommodated as requested.

Instructor Information:

Faculty Name: _____ Proposed for Semester _____
 Mailing Address _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Work/Cell Phone: _____
 Email: _____ (required)

Classroom/Time Information: (submit both preferred and alternate request)

Course Proposed Title: _____ Course Number Proposed: _____

1. Preferred Classroom Proposed: _____ Preferred Proposed Class Day/Time: _____
2. Alternate Classroom Proposed: _____ Alternate Proposed Class Day/Time: _____

Classroom Requirements: _____
 Proposed Enrollment Cap: _____ Proposed Prerequisite(s): _____ Course must be taken concurrently with: _____

Text Book Order Information:

Number of books to order: _____

Title of Text	Authors	ISBN #	Publisher	Year/Edition	New?	Required?

Instruction Department Approvals:

I understand that acceptance of this proposal is subject to curricular needs, approval by UNM Main campus and the discretion of UNM-Taos. I am responsible for providing an syllabus for this course and for completing information for course textbooks at the time course proposal submission. In addition I am responsible for course and instructor evaluations which are to be administered at the end of the semester. I am aware of the salary pay scale for this course and the minimum student enrollment required for the class to make.

 Faculty Signature Date Academy Head Approval Date

MAIN CAMPUS DEPARTMENTAL APPROVAL RECEIVED YES NO
 APPROVAL FOR INCLUSION IN UNM-TAOS COURSE BULLETIN YES NO

 DEAN OF INSTRUCTION DATE