



QEP Faculty Selection Process

All faculty/staff electing to teach the Cornerstone Experience course must have completed the ten training modules prior to the scheduling of classes for the semester in which they wish to teach and prior to submitting an email to cornerstone@fsw.edu and cc'ing their supervisor.

Full-time **faculty** must consult with their supervisor prior to scheduling SLS 1515 as part of their base load or overload. The purpose of this consultation is to ensure (among other departmental considerations) that program needs (full-time faculty ratio) are satisfied. The immediate supervisor will endorse the faculty member's request by submitting an email to cornerstone@fsw.edu.

Full-time **staff** must consult with their supervisor prior to submitting a request to teach a section of SLS 1515. Only full-time staff with exempt status and qualifications that meet the SLS credentialing guidelines will be considered for staffing. The full-time staff member's supervisor will endorse the staff member's request by submitting an email to cornerstone@fsw.edu

Once faculty and staff have completed the training and have consulted with their supervisor, Cornerstone faculty will be selected using the criteria below:

- Priority will be given to full-time FYE/SLS faculty. Once SLS faculty have been scheduled priority will be given to other full-time faculty and staff in order to achieve the goal of 65% of sections taught by full-time faculty.
- Priority will give those who have successfully taught the course in the past.
- Priority will be given to faculty who serve on or chair QEP subcommittees.
- In order to ensure program relevancy, faculty will be selected based on a representation of a cross-section of programs and/or disciplines. Faculty from high-interest career areas may be given priority to fulfill this goal.
- For adjunct faculty, requests will be considered in order of receipt of the email request and after all of above priority areas are filled.

*Note: Any faculty/staff member whose primary assignment is not FYE/SLS must submit a request for each term they intend to teach. Requests should be sent no earlier than the first day the preceding term.