STETSON UNIVERSITY

HATTER READY GUIDELINES

Immersive Experience Eligibility

- All full time, undergraduate tenured and tenure-track faculty who teach at least a 2:2 load (inclusive of all course releases) are eligible to and should offer an immersive experience This immersive experience is in addition to the expected standard 5 unit teaching load, offered as a stand-alone immersive, credit-bearing course, an enhancement to one of those 5 unit courses, or a grouping of immersive activities.
    - All exceptions for any faculty not offering an immersive experience should be noted and explained in the AY Planning Tool as described below.
    - All requests to opt out of offering an immersive experience will be reviewed by the Dean, who will follow up with the faculty and/or Department Chair as needed.
- Visiting Assistant Professor and Professor of Practice faculty who teach at least a 3:3 load (inclusive of all course releases) are eligible to offer an immersive experience as a part of their standard 8 unit load, but they are not required to do so.
- Graduate-only faculty should consult with their Program Director to determine possibilities of offering immersive experiences.

Immersive Experience Development

- Faculty developing immersive experiences should first review the following resources:
    - Definition of an Immersive Experience
    - Example Immersive Experiences
    - Hatter Ready and Immersive Experiences FAQ
- Faculty may also connect with the Brown Center for Faculty Innovation and Excellence for individual advising and guidance on immersive experiences.
- Immersive experiences include an array of opportunities for both faculty and students. Faculty are encouraged to continue enriched student learning opportunities they have already developed but also to push boundaries and try innovative immersive experiences.
- Faculty should discuss immersive experiences with their Department Chair (or equivalent) and department colleagues to determine how a proposed immersive experience would fit within the broader goals of their program and curriculum.
- Interdisciplinary immersive experiences are permitted and may be particularly effective.
- Two faculty members may propose a joint immersive experience should the design of the experience, including the total workload and extent of student engagement, warrant such a collaboration. In these cases, the division of labor must be clearly specified, and each faculty member must have enough student-facing hours to warrant the workload reallocation.
- Immersive experiences may be either credit-bearing or non-credit-bearing. New credit-bearing immersive experiences will follow established University curricular review processes and workflow.

- In the School of Business Administration, activities associated with an immersive experience may be eligible for ELR credit. Acceptance of the proposal does not guarantee ELR credit, which is evaluated using a separate process.

Immersive Experience Proposals

For each academic year, faculty members must complete an immersive experience proposal form (in the School of Music, the survey distributed by the Assistant Dean for Faculty Affairs), providing the following information:

- Title and brief description of the proposed immersive experience, including a clear delineation of the student-facing enriched activities. [Note: The student-engagement component of the experience should be roughly 75 hours.]
- A brief description of the goals and expected benefits for students participating in the experience, including (where relevant) how these outcomes will contribute to department, college, and/or university strategic priorities.
- Anticipated number of students.
- Student eligibility requirements (if any).
- Preferred semester(s), expected duration, and any specific resource or scheduling needs.
- For immersive experiences that are being repeated, faculty should complete a brief form and note any iterative improvements or changes from past experiences to the current proposed experience.

Immersive Experience Review

- All immersive experiences should meet the University expectations outlined in the approved expectations.
- The Department Chair, in their role as facilitator of program curriculum, will determine whether a proposed immersive experience meets the University expectations and is an effective component of the Department's curriculum and student learning objectives. The Associate Dean will serve in the role of the Department Chair for immersive experiences proposed by Chairs. In the School of Music, the Assistant Dean for Faculty Affairs will serve in the role of Department Chair. In the School of Business Administration, the Leadership Team will review proposals.
    - The Department Chair (or equivalent) should provide recommendations for revisions and enhancements to immersive experiences in line with approved guidelines.
    - The Department Chair should consult with the Associate Dean concerning questions as to whether specific experiences meet the standards and expectations outlined by the approved guidelines.
    - After this consultation, the Chair will provide recommendations, agreed upon by the Associate Dean and Chair, regarding revisions for the immersive experience.
- If a faculty member disagrees with the recommendations for revisions made by the Chair, the faculty may appeal to the Dean.
    - The Dean will make the final decision regarding whether (and which) revisions are required for the immersive experience to be implemented or whether it may continue as originally proposed.

- Faculty and Chairs should provide an overview of any delivered immersive experience on the FAR, within the Teaching section. Chairs are encouraged to utilize information from the FAR in subsequent conversations regarding the faculty's future immersive experiences.
- Department Chairs should include a holistic discussion of the overall effectiveness and areas for improvement in the department's immersive experiences as a part of the Annual Report submitted to the Dean.

Immersive Experience Planning

- By November of the preceding academic year, the Dean will distribute the AY Planning Tool to all Department Chairs. SoM faculty will complete a planning survey distributed by the Assistant Dean for Faculty Affairs.
    - Chairs will be asked to complete and return the Planning Tool prior to the end of the Fall semester.
    - The Planning Tool is used to both help Chairs project and map out their faculty assignments for the subsequent academic year and allow the Dean's office to monitor faculty loads, including participation in immersive experiences.
    - Specifically, the form requests that the Chair gather from faculty and report the following information:
        1. All planned course assignments for tenure track, VAP and POP faculty for the next AY.
        2. Approved release information for all faculty.
        3. All immersive experiences that will be offered in the department during the AY, including the title, credit-bearing status and the anticipated number of students who will be involved in each experience.
        4. A brief rationale for any request for an exception to offering an immersive experience.
        5. Requests for faculty overloads.

Proposed Timeline
(Dates will be adjusted annually depending on the University calendar.)

Nov 1	Deadline for faculty member to discuss immersive experiences with Chair Deadline for faculty members to opt out of immersive experiences for the following year (if eligible)
Nov 14	Faculty member completes immersive experience proposal form SoM faculty complete planning survey
Nov 22	Provisional workload review in SoM Chair's formal evaluation of proposal is given to faculty member
Dec 1	Any required revisions to original proposal submitted to Chair
Dec 8	Chair's evaluation of proposal (revised if required) submitted to Dean's Office
Dec 20	Chair submits initial AY Planning Tool to Dean
Jan 15 (approx.)	Faculty member notified of immersive experience approval and/or required revisions
Feb 8	Deadline to appeal approval decision/required changes to the Dean Chair responsible for verifying revisions
Feb 15 (approx.)	Faculty members who offered an immersive experience in the previous year submit FAR documents, including immersive self-evaluation
Mar 1	Dean makes final decision on appeals for immersive experiences for following year
Mar 15	Chair updates and submits final AY Planning Tool (as needed)
May 15	Chairs include evaluative commentary on departmental immersive experiences during AY as part of annual department report