
REQUEST FOR PROPOSALS

Community Course Instructor

The Division of Continuing Studies at the University of Victoria for many years has been offering a broad range of courses to meet the needs of community learners. We invite community course proposals from new and returning instructors. These classes are part of **non-credit programming accessed by members of the community** looking to gain new knowledge, skills and community. Please note that while Continuing Studies offers a wide range of professional programs, community courses are intended for personal enrichment, rather than being professional development in nature. If you would like further clarification regarding our audience, common course structure and length, etc, please do not hesitate to reach out.

In order to keep our course fees reasonable for our community learners, we are able to offer our instructors a rate of **\$70 for each instructional hour**.

The Division of Continuing Studies is particularly interested in developing long-term relationships with instructors who have high professional standards, excellent communication skills, and a commitment to creating learning experiences immersed in adult education principles.

Preferred requirements

Applicants must be located within Canada to deliver this course and should have:

- demonstrated subject matter expertise through academic or professional background;
- excellent interpersonal, communication, and facilitation skills;
- previous teaching experience is considered an asset;
- instructional experience with adult or non-traditional learners is considered an asset.

HOW TO APPLY

Please submit a completed community course form (below), CV outlining education, professional and teaching experience, and the names and contact information of two references to the subject relevant program coordinator:

Humanities, Social Sciences, Sciences, Horticulture, Health, and more

Marie-Claire Findlay-Brook, Program Coordinator, mcfindlaybrook@uvic.ca

Courses proposed can be offered online or in person, and during the afternoon, evening or weekend. We will consider one-off courses (2-5 hours in length), courses that run one afternoon/evening/full day per week for 2-6 weeks, or a series of related courses. Please note that there are not semester-long courses, and differ quite significantly from credit courses.

Fine Arts Classes

Amy Errington, Program Coordinator, artscoord@uvic.ca

I am accepting proposals in the areas of art history, theatre (acting or improv), music, visual arts and writing. While art history classes are successful during either weekday, daytime hours or evenings and either face-to-face or online, other topic areas are mostly offered as evening or weekend classes, face-to-face. I will consider half-day or full-day weekend classes, weekend workshops and classes once per week (typically 2 or 2.5 hours over 4 to 8 weeks).

For any questions or proposals related to French and other World Languages, please contact languages@uvic.ca.

Applications received by **April 1** will be considered for our fall (Sept- Dec) program, and applications received by **September 1** will be considered for the spring (Jan-May) program.

For further information about community programming at the Division of Continuing Studies, please visit <https://continuingstudies.uvic.ca/info-for/community-programming>.

Equity statement

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#).

COMMUNITY COURSE DESCRIPTION & INFORMATION

Please fill out each of the fields below to the best of your ability. This will ensure we have the right information we need to promote your course to prospective students.

If the pdf fillable form is not working for you, you may submit the information in a word document.

Instructor Information

First Name	Last Name	Have you previously taught for Continuing Studies?	
		<input type="checkbox"/> If YES, skip this section and proceed to the Course Info section	<input type="checkbox"/> If NO, please complete the following:
Email Address			
Address (only include if new or changed)		Phone Numbers (only include if new or changed)	
		Daytime	
		Cell	

Course Information

Course Name (50 character maximum, including spaces)	Is this a new course?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Course Materials (if applicable)

Keywords (5-10 words that people might use to search on Google if they were interested in the subject material of this course)

Short Description (2-3 sentences that sum up the content of the course. Think of this as a brief promo for the learners.)

--

Long Description (65-100 words. Try to incorporate as many of the relevant keywords that you identified in the above section.)

--

Learning Objectives (Please list 3-5 things students can expect to get out of this course. Bullet points are appreciated.)

--

Instructor Bio (65-100 words) – please only include if new or updated

--

Additional Course Information (required)

Preferred Dates & Times <small>(provide 2 options)</small>		Alternative Dates & Times <small>(provide 2 options)</small>	
Additional Relevant Day/Time Notes <small>(vacations etc.)</small>			
Number of Sessions		Hours per Session	
Total Instructional Hours		Maximum Class Size <small>(if preferred)</small>	
Delivery Style Preference <small>(face to face, online, etc)</small>			
Building and/or Room Preference <small>(if known)</small>			
Campuses <small>(where are you available to teach?)</small>	<input type="checkbox"/> UVic Main Campus	<input type="checkbox"/> John Horgan Campus	
Classroom Requirements <small>(our classrooms are equipped with computers and projectors/screens. Do you have any additional requirements such as further AV needs, a microphone, a sink, either carpeted or non-carpeted floor, access to the outdoors, etc?)</small>			

Additional Information (optional)

Additional Teachable Areas