UF + Quality Matters
Course Review Timeline

**Instructor Course Development**

1. Complete the Great Online Course Workshop Series
2. Design and build a great online course with the help of an instructional designer
3. Teach the course and complete Part 1 of the Course Reviews for Excellence Workshop (CREW)
4. Complete a quality self-review in ProposalSpace and include student evaluations and course map

**Office of Teaching Excellence Course Review Management**

1. Assign trained reviewers to each course and send reviewers feedback tips
2. Track course collaborators and information in Salesforce
3. Identify reviewers who have completed CREW
4. Check self-review to insure all items have been submitted correctly and create a course Ally report

**Reviewers Complete Course Review**

1. Review assigned courses and receive feedback tips
2. Complete course review (target deadline is three weeks)
3. Send helpful feedback to instructor team through ProposalSpace
Instructor Follow-Up

If all essential standards are met: Instructor receives notification and invitation to complete Part 2 of the Course Reviews for Excellence Workshop (CREW)

If all essential standards are not met: Instructor team has two weeks to make changes to course and provide additional details to reviewers

Reviewers Check Revisions

If revisions were requested:
- Reviewer receives additional details from instructor team
- Reviewer revises course review

Instructor “Pays it Forward”

Faculty teaching courses that receive an exemplary designation will be recognized at UF

Receive course badge for quality designation

Review two courses

Become a trained course reviewer upon completion of CREW