UF+QM
Course Review Timeline

Instructor Course Development

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

Reviewers Complete Course Review

Send helpful feedback to instructor team through ProposalSpace
Complete course review (target deadline is three weeks)
Review assigned courses and receive feedback tips
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

**Instructor Follow-Up**

- Receive course feedback from the Office of Teaching Excellence
- 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”**

- Become a trained course reviewer upon completion of CREW
- Review two courses
- Receive course badge for quality designation
- Faculty teaching courses that receive an exemplary designation will be recognized at UF