



Affordable & Open Educational Resources

Department Chair: Letter of Support

The proposed Faculty Advocate and/or Department Chair must compose a letter or memo to the System OER Selection Committee that details all of the following:

- Department chair should confirm that ***the department is prepared to invest the time and effort to make all introductory courses (i.e., any prerequisite coursework to advanced classes) zero-cost***
 - This will be done with the assistance of and in conjunction with the campus OER administration (for example, at UMSL, this would include the CTL)
 - Agrees to maintain open communication with OER staff,
 - Agrees to maintain a multi-year commitment to open education in the department, culminating in the offering of all introductory coursework at no additional cost beyond tuition

- Department chair should certify that ***the proposed Faculty Advocate (FA) would be an appropriate and colleague-supported fit for the position as outlined (separate support :***
 - Responsible for (A)OER advocacy in department
 - Develops relationships between department and OER stakeholders across campus (CTL, Library, Bookstore, DAS)
 - Conduct workshops and training opportunities for dept. faculty related to open education
 - Meet with individual faculty (as needed) to assist the conversion of their courses to OER compliance
 - Help oversee the creation/development of open departmental resources

- Department chair should establish that ***the department administration (chair, etc.) understands and agrees with the OER goals for the FA position:***
 - Advocate for OER within the department
 - Adopt openness and flexibility in creating relationships within the department
 - Facilitate open dialogue within dept and between department representatives and campus OER stakeholders through relationship development
 - Establish a path to transition to OER throughout the department, beginning with introductory coursework

This letter must be signed and dated by the Department Chair.