



Department Chair: Letter of Support Components

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 the majority of all introductory courses (i.e., any prerequisite coursework to advanced classes) low- or zero-cost materials***

- This will be done with the assistance of and in conjunction with the campus OER support units (e.g., work with the library or instructional designers)
- 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 little or 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. The department chair agrees to support a faculty member who will:***

- Be responsible for (A)OER advocacy in department
- Develop relationships between department and OER stakeholders across campus (teaching center, library, bookstore, disability services)
- Provide opportunities for workshops and training with department faculty related to open education
- Support the Faculty Advocate meeting 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 (electronic signature acceptable) and dated by the Department Chair.