

Staff Associate – Role Overview

As SPS expands its academic offerings, the school may appoint Staff Associates to design and develop new course content. Staff Associates are Subject Matter Experts who are contracted to create fully complete, ready-to-teach courses. Staff Associates partner with an SPS Instructional Designer and are supported by the Curriculum and Instruction (C&I) team to bring the course from concept to a student-ready structure. A typical course development project has an average expected workload of 5-7 hours per week. Part-time faculty who have an active Lecturer appointment may also develop new course content as outlined above. In such cases, a revised contract is issued to the part-time Lecturer.

Course Development Process

1. Objective Mapping

- Develop objectives and sub-objectives for students to meet throughout the delivery of the course.
- Objectives should directly correlate with the program-wide learning objectives previously agreed upon by Program Leadership.

2. Activity Mapping

- Develop activity maps that tie course activities to the objectives throughout the semester.
- Plan activities and media that directly correlate to how and why these objectives are relevant in the industry.

3. Creating a Detailed Syllabus

- Create a detailed syllabus, covering all aspects of the course, for submission to Program Leadership and the Academic Excellence Committee (AEC). The syllabus should include the course philosophy and policies, course schedule, grading scheme, and learning assessments.
- Work with Instructional Designer and C&I team to adjust syllabus based on feedback from AEC.

4. Developing Templates and Media

- Work with Instructional Designer to complete templates for course materials including assignment rubrics, exams, storyboards and powerpoints for class sessions, and other content.
- Work with the Media team to guide the development of media in activities.

5. Building a Completed Course Site

- Work with the C&I team to load all developed activities and materials into the Canvas course site.
- Confirm the timeline and courseflow through the modules.

6. Quality Assurance

- Work with C&I to adjust the course based on any feedback from the technical and design quality checks.
- Conduct an orientation walking course faculty through the modules and course content prior to the first day of classes.

Expectations of Staff Associates

- Prior to the beginning of the course development process, Staff Associates are expected to participate in the *Design Orientation Program* hosted by C&I. This program walks the Staff Associate through key features of the design process and expected deadlines for each step.
- All course development milestones should be met by the contract specified deadlines.
- Staff Associates are required to be available and contribute to the course development project for an average of 5-7 hours during each week of the contracted period, this includes participating in 1-2 hour weekly team design meetings (remotely or in-person), which often occur during regular business hours.
- If the Academic Excellence Committee requires adjustments be made to the course, these should be completed prior to the next AEC meeting.
- Prior to the semester when the course will be launched for instruction, the Staff Associate will onboard necessary teaching faculty to the course. This includes conducting a meeting to provide an overview of course structure, content, and expectations.
- If the course launches with multiple sections during the first semester it is offered, a course [Lead Faculty](#) will be assigned, and will collaborate with the Staff Associate to conduct a course onboarding meeting for all members of the Course Faculty Team.

General Contract Information

- If being hired to redesign an existing course, or convert an existing course to a new modality, some steps in the outlined process may not be applicable.
- Development of a new course may be split into 2 contracts across multiple semesters – the responsibilities and timelines will be specified in your contract. This is done to accommodate the overall course development schedule.
 - Renewal for the second contract is contingent on meeting all milestones and deadlines specified in the first contract.
- *Please note:*
 - Staff Associate contracts are for course development only, and are distinct from instructional contracts for the role of Part-time Lecturer.
 - Staff Associates can serve as both a Staff Associate to develop a course, and later as a Lecturer to teach the course.
 - However, SPS does reserve the right to extend teaching appointments for the course based on the discretion of the program Academic Director.
 - There is no guarantee that the person who develops the course will be appointed as a Part-time Lecturer to teach.