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# The Center for Educational Development and Assessment

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The following constitutes a preliminary proposal for your institution to cosponsor one or both of the CEDA workshops “Developing a Comprehensive Faculty Evaluation System” and “Student Rating Forms: Their Design, Development and Use.”

1. Both CEDA and the Cosponsor will provide support for the successful offering of a joint workshop event. The provision of specific support items by the Cosponsor will be divided into “reimbursed” and “unreimbursed” categories. Reimbursed items will be paid by CEDA from the workshop(s) income. The reimbursement of costs incurred both by CEDA and the Cosponsor takes priority over the payment of speaking fees for the workshop presenters.
2. In return for specific “unreimbursed” Cosponsor support CEDA will provide the Cosponsor with specified benefits and services.
3. The Cosponsor will provide the following “unreimbursed” support:
  - a. Meeting space, with appropriate audio/visual support, capable of accommodating at least 100 paying registrants;
  - b. Food and refreshment for the workshop participants including
    - i. Light continental breakfast each morning, to include at minimum coffee, tea, and assorted pastries.
    - ii. Mid-morning soft drink/bottled water break
    - iii. Light lunch
    - iv. Mid-afternoon soft drink/bottled water break
4. In return for the “unreimbursed” contributions noted in #3 above, CEDA agrees to provide the following benefits and services:
  - a. Cosponsor may invite, free of charge, as many faculty/administrators/staff/students to the workshop(s) as desired as long as the meeting space provided can accommodate those individuals PLUS 100 paying registrants.
  - b. Cosponsor may, for the period of nine months after the date of the workshop, include in any publications information concerning its cosponsoring of the nationally-recognized workshop on “Developing a Comprehensive Faculty Evaluation System.”
  - c. Upon request, CEDA will provide the primary workshop presenter, Dr. Raoul A. Arreola, without cost, for a full day of consulting on faculty evaluation and/or faculty development. The consultation must take place on the day immediately following the close of the workshop event. The consultation may include meetings with any group selected by the Cosponsor and/or a graduate seminar on issues related to defining, assessing, and developing faculty performance..
  - d. CEDA agrees to provide Dr. Arreola’s standard consulting services to the CoSponsor at a 20% discount for 12 months after the workshop event.

5. Cosponsor will identify hotels within walking distance of the workshop site that can accommodate out-of-town participants. If possible, the Cosponsor will make arrangements for a block of sleeping rooms in one or more of such hotels at favorable rates. Workshop registrants will be expected to make their own reservations and pay their own hotel costs.
6. Cosponsor will “front” the full cost of printing and mailing of brochures advertising the workshop event. These costs constitute a “reimbursed” item as noted in #1 above. The Cosponsor will be reimbursed for the cost of such printing and mailing services from the income of the workshop event. CEDA will provide basic mailing lists plus camera-ready master copies of the brochure. The brochure will clearly feature and credit the Cosponsor’s support. It is expected that the Cosponsor will make all arrangements for printing and mailing (using either in-house or contracted services). The Cosponsor may add whatever other mailing lists it desires.
7. CEDA will provide the Cosponsor with camera-ready copies and printing specifications for all workshop handouts. The Cosponsor will “front” the full cost of printing and assembling the handout packets for the workshop event. The CoSponsor will be reimbursed for the cost of producing the handouts from the workshop income. However, the Cosponsor is responsible for covering the cost of producing the handouts for non-paying participants. CEDA will reimburse the Cosponsor only for the cost of the handouts used by paying registrants.
8. As an “unreimbursed” contribution, the Cosponsor will advertise the workshop event using any other available media desired – including listserves, published and electronic newsletters, web pages, etc. However, the text and content of such additional advertisements must be mutually agreed upon by the Cosponsor and CEDA.
9. CEDA will advertise the workshop event on its web site, clearly featuring the contribution of the Cosponsor. However, the text and content of Cosponsor information posted on the CEDA web site must be mutually agreed upon by the Cosponsor and CEDA. In addition, as requested by the Cosponsor, CEDA agrees to place on its web site (<http://www.cedanet.com>) any specified links to the Cosponsor’s own web site.
10. CEDA will process all registration forms, collect fees, produce name badges, and will generally be responsible for communicating with registrants as well as keeping the Cosponsor informed as to final food and handout printing tallies.