



# Request for Proposals for AUPHA's Leadership Academy (LA) Course Development

## I. Introduction and Overview

The Association of University Programs in Health Administration (AUPHA) requests proposals for the development of one planned course, *The Established Leader: Department Chairs*, for the AUPHA Leadership Academy (LA), which launched in June 2024. The Leadership Academy courses help faculty prepare for academic leadership positions within colleges and universities and healthcare management programs and departments.

This RFP includes instructions for all required materials, guidance for proposal content, deadlines, and key AUPHA staff contact information.

## II. Instructions and Deadline

Interested respondents should submit a proposal narrative of no more than four single-spaced pages for development of this 3-credit course; CVs/resumes; and any supplemental materials. All materials must be delivered to AUPHA electronically using [the online submission form](#). Please contact Jenn Munt, Director of Education and Professional Development at [jmunt@aupha.org](mailto:jmunt@aupha.org) if you have questions or need any assistance.

To be considered, proposals must include:

1. Completion of all required information in the online response form
2. Narrative proposal for course development (PDF)
3. CV/resumes for proposed course developers (in one combined PDF please)
4. Supplemental information (in one combined PDF please)
5. Adherence to the Wednesday, April 30, 2025, 11:59PM Pacific Time deadline for submission of all materials

Proposal teams should include at least two members and may submit multiple proposals. Each proposal should be for a single course.



### **III. Guidance**

The narrative for proposals for this course should include each of the following components outlining how the team will create and deliver the course(s):

- a. A general description of the proposal team's qualifications (both related to the health administration field and related to best practices in teaching and pedagogy)
- b. A general description of the proposal team's philosophical approach for adult learning, continuing education, and professional development
- c. A general description of the proposal team's approach for linking and aligning course content and competencies, learning objectives and educational outcomes, teaching and learning methods, and assessment
- d. A general description of the proposal team's approach to facilitate application of course content and competencies through experiential learning methods
- e. A general description of how the proposal team's approaches to teaching and learning recognizes the importance of inclusion and diversity, and instills a sense of belonging for all learners
- f. A general description of how the proposal team's approaches to teaching and learning ensure relevance for faculty in leadership roles

### **IV. Guidance for Individual Courses**

Please note that the course title used in this document is a placeholder; it is tentative until the course is fully built out. Teams may suggest alternate titles in their course proposal.

Narrative proposals (4-5 pages) should include:

- a. Learning objectives (phrased as, and oriented to, faculty competencies, i.e., what faculty should know and be able to do following course completion)
- b. A comprehensive, but succinct course description
- c. Expanded and annotated course outline, inclusive of content, and teaching and learning methods
- d. Proposed readings, assignments, and other pre-work

Supplemental materials may include any samples/examples, suggested resources, or other information that does not make up the core of the narrative proposal.

Successful proposals for this course will incorporate and address issues of diversity, equity, inclusion, and belonging in the learning objectives, content, and teaching and learning methods for the course.

Proposal teams are encouraged to identify open access materials for the course, as they ensure free access to any/all course participants and keep overall costs for running courses down. There may be limited opportunities to utilize paid-course materials given appropriate and strong justification for their inclusion.



AUPHA LA courses will be offered either in one day at on-site locations, or across several virtual sessions delivered through a combination of synchronous and asynchronous learning. Proposal teams should be prepared to provide course content that can be adjusted as needed depending on modality.

## **V. Individual Courses**

This RFP covers the course below:

*The Established Leader: Department Chairs* (3-credits)

This course specifically focuses on the benefits and challenges of serving as a department chair. It allows for interactive, open conversation about best practices and provides useful resources for participants to use in their work in this role. This advanced course will only be open to individuals who are already serving in this role or who are slated to serve in it soon.

## **VI. Payment, Copyright, and Other Disclosures**

Remuneration for the creation of this AUPHA LA course is \$3,500, to be paid upon completion of course creation. All course materials become the property of AUPHA and will be housed on the [Center for Learning, Achievement, and Success \(CLAS\)](#) platform. Course materials will be due on CLAS no more than four months from the date all relevant parties sign a course development contract.

Course creators will have the right-of-first refusal for teaching the course they build the first time it is offered. Additional teaching opportunities will be dependent on course evaluation results, availability of instructors, and agreement on compensation and other terms of engagement with AUPHA.

To submit your proposal, please use this [the online submission form](#). For questions, comments, or other needs, please reach out to Jenn Munt at [jmunt@aupha.org](mailto:jmunt@aupha.org).