

Faculty/Staff Guidelines for CTL Leadership Collaborative: Participation, Self-Nomination and Selection

The Center for Teaching and Learning (CTL) will be led by a Leadership Collaborative (LC) that reports to the Associate Dean for Academic Affairs. The LC is composed of 5-8 members. Any faculty or unclassified staff member with teaching responsibilities may self-nominate to serve for a two-year term on the LC. All LC members can nominate themselves for subsequent terms and will be considered equally alongside the other nominees.

Selection process

The Associate Dean for Academic Affairs will convene a selection committee that is representative of the range of teaching assignments across campus (e.g. part-time, tenured, past LC members, staff with teaching responsibilities, etc.) who will review the nominations and decide who will be selected. The overall charge of this committee is to select the nominee(s) who can best address the current and future developmental needs of the CTL. The Selection Committee will review the CTL's Annual Report for the previous academic year and consult with the current LC, as needed, to ascertain the CTL's needs.

The selection committee may also keep in mind that our Mission Statement calls for the broadest possible representation of campus constituencies and talents, based on the needs of the CTL, the continuing LC members, and the available applications. Some possible criteria to consider are:

- differing career levels
- representation from other groups involved in enhancing teaching and learning on campus
- differing coordinators and departments
- fresh perspectives
- variety and balance of pedagogical interests and expertise

General expectations of the Leadership Collaborative members:

The overall charge of the Leadership Collaborative is to continue to develop the Center for Teaching and Learning and manage its operation. Specifically, LC members will be expected to:

As a group

- Meet weekly throughout each semester.
- Make policy for the Center.
- Develop, manage and offer programs and projects.

As individuals

- Take responsibility for one major Center initiative/program.
- Staff the Center one 2-hour shift/week during the academic year. This time should be set aside for CTL business rather than used for other professional activities.

Benefits/opportunities

Each LC member can benefit from being a member in the LC in the following ways:

- Have the opportunity to take a leadership role in the development of the CTL.
- Have the opportunity to collaborate in pursuing a pedagogical interest.
- Receive a one-course load reduction per year of service on the LC, for faculty with a full-time teaching load, in recognition of the significant time commitment expected of LC members. (A modest amount of professional development stipends will be available in lieu of a course-load reduction for those who do not have a full-time teaching load.)

Note: Staffing the Center may involve such activities as answering email and snail mail, working on one's CTL program or service responsibility(ies) and being available to help visitors who are seeking information or support from the CTL on some pedagogical issue. As the Center develops, the staffing responsibility will be further defined.

Co-Coordinator

The CTL LC will be led by two co-coordinators. The coordinators will serve as the public "face/voice" of the Center and be fully participating members of the collaborative. The co-coordinators will share the duties detailed below and work together closely to ensure that the CTL functions effectively.

One (ongoing) co-coordinator will have a ¼ time staff appointment¹; the other co-coordinator will be elected from among its incoming members for a one-year term for the upcoming academic year. This co-coordinator will be awarded a two-course load reduction during that academic year for a faculty member with a full-time teaching load. For those who do not have a full-time teaching load, the stipend will be double that received for serving as an LC member.

A prospective co-coordinator must indicate his/her willingness to serve in the role and have the approval of his/her supervisor for the two-course load reduction.

Duties:

- Chair the Collaborative's regular meetings.
- Manage the Center's budget and expenditures.
- Compile and distribute minutes and agendas for the CTL LC meetings.
- Coordinate office procedures.
- Oversee email correspondence.
- Coordinate internal LC communication.
- Compile CTL Reports such as the annual program report.
- Coordinate the CTL LC nomination process.

¹ The ¼ time staff co-coordinator will be selected and appointed by the CTL LC from its current membership, subject to the advice and consent of the Associate Dean for Academic Affairs. See appendix for details.

- Hire and supervise the student assistant.
- Represent the CTL in intra- and inter-campus administrative settings.

Nomination

Faculty or unclassified staff members interested in serving on the LC should submit a short statement of interest (no more than 500 words) that addresses:

- The reasons you are interested in being part of the LC and the experience you will bring.
- Any specific areas of learning, teaching or CTL management or programming you are interested in working on and developing for the Center.
- The campus constituencies for which you would be a representative and liaison while on the LC.
- A description of your past involvement with CTL programs and services.

Please include the completed sign-off sheet with your statement of interest. In addition to your supervisor's sign-off, please complete and/or check off any relevant information on this sheet to help the selection committee make its decision. Check-off items include:

- Degree/field
- Years at Miami Middletown
- Years of teaching

Appendix

Leadership Collaborative Co-coordinator Staff Appointment

The CTL Leadership Collaborative will select and appoint, from its then current membership, a nominee for the ¼ time staff position of co-coordinator, subject to the advice and consent of the Associate Dean for Academic Affairs.

The exact job status of the staff co-coordinator will be negotiated between the individual and the Associate Dean (in consideration of the fact that it will be dependent on the candidate's current job classification, whether faculty, hybrid, staff, etc.).

Each year the members of the LC will be given the opportunity to submit comments on the staff co-coordinator's performance to the Associate Dean prior to the staff co-coordinator's annual performance review. The co-coordinator will be expected to serve in a continuing role until he or she resigns the post or is relieved of it by the Associate Dean, at which point the LC will initiate the process anew.

