

CELT Teaching Fellow Program

What are the objectives of the Teaching Fellow Program?

1. To provide collegial assistance to faculty who wish to grow as teachers, using a co-inquiry approach to consultation.
2. To promote reflective teaching.
3. To foster a culture in which teaching is valued on an equal basis with research, scholarship, and creative endeavor
4. To work proactively to educate faculty and administrators about best practices in formative review of teaching.

What Does a Teaching Fellow Do?

The Teaching Fellow performs one or more of the following services on behalf of CELT.

- At the request of a faculty member the Fellow will help the faculty member work on one or more aspects of his/her teaching, including the design, delivery, and evaluation strategies, using a consultation model of co-inquiry and maintaining confidentiality.
- One experienced Fellow will act as a coordinator of the work of other Fellows, planning regular meetings of the Fellows and deciding on the distribution of work, in collaboration with the CELT Director. The coordination function will be rotated from year to year among experienced Fellows.
- The Fellow may design and/or conduct teaching-related workshops.
- The Fellow may provide mentoring and/or train new Fellows.
- The Fellow will participate in the assessment and evaluation of the Teaching Fellow Program.

Who Can Become a Teaching Fellow?

Eligibility

A candidate must be a tenured faculty member or a Continuing Lecturer with at least six years experience at IPFW.

The prospective Fellow should be willing and able to commit to this activity for *two* academic years, excluding the summer, for 30-40 hours per semester. The intent is for one Fellow to assist 1 to 3 faculty members, depending on the needs of the requesting faculty member.

The teaching schedule of the prospective Fellow should allow for the Fellow to be released from one course during the first semester of the Fellowship, to provide time for intensive training. The Fellowship Program will provide some support to the department for course release. The Fellowship may start in either the Fall or Spring semester.

Qualifications

- The prospective Fellow should have an excellent record of teaching.
- The prospective Fellow should demonstrate familiarity with CELT and its approach to consulting by having attended the Peer Review workshop.

Application Procedure

The prospective Fellow should

1. complete an application form,
2. provide evidence of excellent teaching (Office of Academic Affairs Memorandum 03-2 suggests a variety of ways in which the Fellow may provide evidence),
3. write a short essay stating his or her reasons for wanting to become a Teaching Fellow, and
4. include a supporting letter from the chair of the applicant's department.

The essay should answer these questions: Why do you want to become a Teaching Fellow? What characteristics, aptitudes, and experiences do you have that suit you for this work? How could your experience as a Teaching Fellow benefit your department, school, or division?

The chair's letter should: indicate support of the applicant's candidacy, and state that if appointed, the applicant will be given a course release during the first semester as Fellow.

Applicants who are not initially accepted are encouraged to re-apply.

Duration, Continuation and Renewal of the CELT Teaching Fellowship

The duration of a Fellowship will be two years.

There should always be two or three experienced Fellows in any given academic year in order to provide training and supervision for new Fellows. The goal is to have a total of five Fellows available.

By the end of the first semester as a Teaching Fellow, the Fellow should be able, at minimum, to satisfactorily perform intake interviews, classroom observations, conduct ongoing consultations with a client, conduct Small Group Instructional Diagnoses, analyze syllabi, methods, and course design, and offer advice on the construction and use of assessment instruments. The Fellow will be able to communicate effectively the results of observation, interpretation, and evaluation to the faculty client.

Although a Fellowship appointment is for two years, the continuation of the appointment is subject to a satisfactory review/rating/report of performance. In the first year, a review will take place at the end of the first semester. If a Fellow's performance is not satisfactory, the coordinating Fellow will make recommendations and work with the Fellow to improve performance (if continuation is not deemed detrimental to clients or the program). Another review will take place at the end of the second semester of the Fellowship. At this point a final decision will be made on continuing the Fellowship for the second year. In cases in which the performance standard is not being met, the appointment will not be continued for the second year. A continuing Fellow will receive assistance from other Fellows.

A Fellow may apply *once* to renew a Fellowship for a second consecutive term. A Fellow may re-apply as a continuing Teaching Fellow (having already received training) after one year has elapsed.

Fellowship Stipend

CELT Teaching Fellows will each receive \$500 in professional development funds for each semester served after the initial training period.

