

## CELT Teaching Fellows Program

### What are the objectives of the Teaching Fellows 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?

All instructional faculty members at Purdue University Fort Wayne with at least three years teaching experience at PFW/IPFW, including all Lecturers and Clinical Faculty, are eligible to apply. Preference may be given to tenured faculty members or Lecturers/Clinical Faculty with at least six years of experience at PFW/IPFW. Untenured, tenure-track faculty applicants should ask their Department Chair, in his/her required letter of support, to speak to how serving as a Fellow will assist in the faculty member's development and making progress towards a successful case.

Prospective faculty should have an excellent record of teaching and demonstrate familiarity with CELT and its approach to consulting. Applicants should also be willing to commit to the fellowship for three academic years, excluding summer, for up to 30 hours per semester. The teaching schedule of the prospective faculty should allow release from one course during the first semester of the Fellowship, to provide time for intensive training.

### Application Procedure

The prospective Fellow should complete an application form (available on the CELT website), inclusive of a signed cover page, evidence of teaching excellence, essay, and letter of support.

## **Duration, Continuation and Renewal of the CELT Teaching Fellowship**

The duration of a Fellowship will be three 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 minimum of four 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 three 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 two more years. In cases in which the performance standard is not being met, the appointment will not be continued. 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 including the initial training period.