



## About CTL Campus Leaders

This brochure is your guide to the CTL Campus Leader program, a key element in Minnesota State Colleges and Universities support for faculty excellence and campus-based professional development. Through this program, the Office of the Chancellor provides resources to assist faculty in leading learning-focused faculty development programs on each campus. The program also provides regular annual training and networking opportunities for these faculty Leaders. Information about current Leaders and campus programs can be found on the CTL Web site: <http://www.ctl.mnscu.edu>

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## What CTL asks of CAOs

The Center for Teaching and Learning works with campus chief academic officers, or CAOs, to ensure that the **CTL Campus Leader position serves the institution's needs**. The designated CTL Campus Leader should be a faculty member who will support faculty development activities on campus and represent the campus in systemwide meetings.

- At the beginning of each academic year, campus CAOs must submit a "CTL Campus Leader Designation" form, designating one or more faculty to be the CTL Campus Leader(s) for the upcoming academic year.
- The "CTL Campus Leader Designation" form asks the CAO to identify:
  - The working relationship between the CTL Campus Leader and other campus faculty development leaders (e.g., the director of a campus teaching center)
  - The process by which a CTL Campus Leader is selected
- CTL encourages CAOs to use supplemental funds to provide office space, reassignment time, or other resources for CTL Campus Leaders. If other such resources are made available, please **indicate this on the designation form**. This information will help other CAOs, CTL Campus Leaders, and faculty throughout the system.

## What are the Responsibilities of CTL Campus Leaders?

Although local roles and responsibilities of CTL Campus Leaders certainly vary, the responsibilities common to all CTL Campus Leaders are these:

- Provide support, resources, and feedback to faculty who are involved in undertaking teaching and learning innovations.
- Organize and facilitate campus faculty development meetings and activities.
- Invite faculty to campus CTL meetings, system or regional workshops and conferences.
- Attend two CTL Campus Leadership workshops each year.
- Manage the campus CTL budget.
- Submit a year-end campus activities and budget report to the CAO and to the Office of the Chancellor CTL.
- Arrange for annual campus visits by your CTL Faculty Coordinator.

- If applicable, assist CTL and college and university Leaders in conducting an annual regional seminar or conference in your region.  
(Metro Alliance Leaders, e.g., assist with the Annual RSP/ITeach Conference.)
- Coordinate and disseminate in a timely manner information on systemwide CTL activities and resources.
- Provide assistance and feedback to the Office of the Chancellor CTL staff for program planning and delivery.
- Assist Office of the Chancellor CTL staff in idea- and information-sharing through statewide and campus bulletins, CTL publications, and Web sites.
- Collaborate with CTL, other Leaders, CAOs, administrators, and faculty representatives to meet the teaching needs of faculty throughout the system.
- Participate in CTL audio conferences and other statewide communication forums (e.g. listservs)
- **Minimum Responsibilities:**
  - If new, attend New Leader Orientation.
  - Attend at least one Leaders Workshop, but preferably both the Fall and Spring Workshops.
  - Complete the Annual Report according to the Guidelines and send report to CTL by June 1.

### How are CTL Campus Leaders Selected?

The CTL Steering Committee, respecting the diversity of campus-based faculty development efforts, asks that all campuses follow these guidelines:

- It is recommended that a single Leader be designated for each of an institution's campuses. However, more than one Campus Leader may be designated if an institution wishes to do so.
- The CTL Campus Leader should be the institution's designated faculty development director or coordinator, if such a position exists.
- The CTL Campus Leader is expected to work with the institution's chief academic officer and faculty governance to define campus priorities.
- The process for identifying CTL Campus Leaders should be publicly communicated on campus.
- CTL Campus Leaders should be identified by faculty in a process that encourages diversity in appointments and rotation of appointments over time.
- CTL Campus Leaders should serve for defined, renewable terms.
- The campus community, including faculty and administrators, should have recourse if the CTL Campus Leader is not performing at a minimal level.

### How are CTL Campus Leaders Supported?

- A programming budget, determined by the number of full-time faculty served, will be allocated to each campus CTL. This budget is subject to all state and system policies and procedures. The budget should not be used for the Leader's individual benefit.
- In addition, CTL offers a stipend as personal compensation for Leaders.
- The amount of the stipend is \$1500 per campus per year. Stipends may be split if a campus has two Leaders.
- Funds from CTL are to be used as a supplemental resource for faculty development, and are not intended to replace other budgeted resources.
- When CTL has received a completed "CTL Campus Leader Designation Form" from the chief academic officer, CTL will:
  - Ask the designated Leader to complete a "Stipend Election Form."
- When CTL has received a completed Stipend Election Form from the Leader, CTL will:
  - Record the Leader in our directory.
  - Publish the Leader's name and picture on the Leaders Web page at [www.ctl.mnscu.edu/programs/leaders](http://www.ctl.mnscu.edu/programs/leaders).
  - Process transfer of the programming budget.