



REVISED PROGRAM FOR 2008 – 2009!
 (Program changes in bold.)

About CTL Campus Leaders

This brochure is your guide to the Center for Teaching and Learning’s Campus Leader program, a key element in the Minnesota State Colleges and Universities system’s support of faculty excellence. Through this program, the Office of the Chancellor provides resources to assist campuses in strengthening their faculty professional development programs on each campus. The program provides regular annual leadership development and networking opportunities for CTL Campus Leaders and institutional teams of one or two additional individuals from each campus. Reports from current Leaders on campus faculty development programs and services can be found at the [Faculty Development on Our Campuses Web site](#). General information about the Leaders program is available on the [Leaders page](#) of the CTL Web site.

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What CTL asks of CAOs

The CTL Campus Leader program is intended to support faculty and their chief academic officers so that they can offer faculty development programs that serve the needs of the institution’s faculty, improve their scholarly and professional expertise, their teaching, and their students’ learning. The designated CTL Campus Leader should be a faculty member who will support faculty development activities on campus. **The Campus Leader should also be an active member of a campus faculty development team.**

Beginning of the Year

At the beginning of each academic year, CTL will **inform CAOs of the availability of faculty development funds**, and will ask for the identification of a CTL Campus Leader for each campus.

- **CTL faculty development funds (based on total faculty FTE) will be offered as a maximum amount, available to the extent matched by the institution.**
- **Campus CAOs will have control of these funds, and must decide whether to accept and match them. The CAO also decides how to compensate the CTL Campus Leader for his or her efforts.**
- **If the CAO wishes to accept the funds, he or she must submit a “CTL Campus Leader Designation” form, naming 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 specific amount of matching funds that will be provided, and how the total budget will be allocated (% to programming; % to Leader);**
- **The working relationship between the CTL Campus Leader and other faculty development team members;**
- The process by which a CTL Campus Leader is selected;
- What additional resources are available to **support the faculty development team;**
- The Web site where information about faculty development on campus is available.
- Upon receiving the CAO's Leader Designation form, the Center for Teaching and Learning will transfer funds to the campus "CTL" cost center.
- CTL encourages CAOs to provide office space, Web support, administrative staff, or other resources for faculty development. Please **indicate any such resources provided on the designation form.** This information will help other CAOs, CTL Campus Leaders, and faculty throughout the system.

During the Year

- Attend at least one CTL Campus Leadership meeting **with your Campus Leader and team members.**

What is a faculty development team?

CTL encourages each CAO to build an institutional team, including the CTL Leader(s), to support faculty development. At multi-campus institutions, the institutional team may also include campus teams. This "faculty development team" should include the CAO (or designee) as well as other faculty, staff or administrators. Some possible members of this team might be representatives from the campus faculty development committee, deans, and professional staff from student services, assessment, service-learning, instructional technology, or institutional research. Several institutions already have such teams in place (e.g., Team Teaching at Normandale Community College and the Faculty Development Work Group at St. Cloud State University)

- **CTL asks the CAO to identify team members in the CTL Campus Leader Designation Form, and to sponsor the attendance of one or two team members from each campus at the fall and spring CTL Campus Leader meetings.** (Leaders' lodging and meal expenses for these meetings are paid by CTL.)

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:

- **Work in collaboration with an established faculty development team** and with other campus leaders (e.g., CAO, deans, the director of a campus teaching center, faculty development committees, and others) to:
 - Plan, organize and facilitate campus faculty development meetings and activities.
 - Arrange for annual campus visits by your CTL Faculty Coordinator.
 - Provide support, resources, and feedback to faculty who are involved in undertaking teaching and learning innovations.
 - Attend at least one, but preferably both, CTL Campus Leadership meetings each year, **with one or two other team members from their institution or campus.**
- Invite faculty to campus CTL meetings, and to system-level or regional workshops and conferences.
- Create and promote networking and learning community opportunities for faculty—to include system-level as well as campus-based communities.
- 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.
- Participate in CTL Web conferences and other statewide communication forums.
- Submit a year-end campus activities and budget report according to the CTL Annual Report Guidelines and send 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.
- 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 faculty governance, **and the faculty development team** to define campus priorities.
- CTL Campus Leaders should be identified with faculty input through a process that encourages diversity in appointments and rotation of appointments over time.
- The process for identifying CTL Campus Leaders should be publicly communicated on campus.
- 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?

CTL provides support to Leaders in many ways throughout the year in the form of:

- **Matching funds to the campus** for use in compensating the designated leader and/or for use in facilitating campus faculty development programs and services.
- A New Leader Orientation introducing the field of faculty development at the national and system levels.
- A [Campus Leaders Web page](#) and online directory.
- Web sites, online tools and communication forums for networking.
- Books for campus teaching and learning resource libraries.
- Visits to each campus to consult with **the Leader and team in planning activities**, to deliver workshops and to ask how CTL can serve campus faculty development priorities.
- An online [Campus Events calendar](#) where Leaders may post events, inviting others from around the system.
- Weekly Update emails with information on professional development and grant opportunities for their faculty colleagues.
- **CTL Campus Leader Meetings for institutional faculty development team members.** Leaders' lodging and meal expenses for these meetings are paid by CTL.