



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

## CTL Leadership Development

### Program Brochure

This brochure is your guide to the Center for Teaching and Learning's Leadership Development program, which has evolved from the long-standing CTL Campus Leader program. Between 1998-2009, the Campus Leaders program was a key element in the Minnesota State Colleges and Universities system's support of faculty and instructional excellence. Through this program, the Office of the Chancellor provided programming budgets, compensation for individual faculty, and opportunities for systemwide networking among faculty leaders. After 12 years of building, in partnership with colleges and universities, strong faculty development programs across the system, the program will now shift its activities from sponsoring and directing a network of individual faculty to new emphases:

1. Assisting in the professional development of **New** Faculty Leaders who are preparing to assume responsibilities in the areas of instructional and faculty development, but who have less than 3-5 years experience in leading such work.
2. Providing consultation and training services on each campus, at the request of faculty development teams and academic leadership.
3. Facilitating a systemwide network of faculty development teams from each campus.

The revised program will continue to assist colleges and universities in strengthening teaching and learning through faculty professional development programs. CTL will arrange and host regular annual leadership development meetings for CTL New Faculty Leaders accompanied by institutional faculty development teams of two or more additional individuals from each campus. CTL staff will also deliver, on request, workshops and consultations at each campus.

A sense of the vitality of current campus faculty development programs and services can be found in the reports posted on the [Faculty Development on Our Campuses Web site](#). General information about the Leaders programs is available on the [Leaders page](#) of the CTL Web site.

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## What CTL asks of CAOs

The CTL Leadership Development program is intended to support faculty and their chief academic officers so that they can continually offer faculty and instructional development programs that a.) serve the needs of the institution's faculty, b.) increase scholarly and professional expertise and c.) improve teaching and students' learning. The designated CTL New Faculty Leader should be a faculty member **who is new to the area of campus-wide faculty and professional development, who is prepared to make a two- or three-year commitment to the program, and who is preparing to assume responsibilities for faculty development work on campus.** The New Faculty 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 **informs CAOs of the opportunity to designate a CTL New Faculty Leader** for each campus.

- **If the CAO wishes to designate a New Leader (i.e. one with less than 3-5 years of experience), he or she will complete a "CTL New Faculty Leader Designation" form.**
- The ["CTL New Faculty Leader Designation" form](#) asks the CAO to identify:
  - The process by which a CTL New Faculty Leader is selected;
  - What resources are available to **support the CTL New Faculty Leader and faculty development team;** and
  - 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 contact the CTL New Faculty Leader with information about the coming year's programs.

### During the Year

- We encourage **attendance by the CAO or a designee at the CTL Faculty Leadership meetings**, as a key member of the faculty development team.

## What is a faculty development team?

CTL requests that each CAO identify an institutional team of at least three individuals to work with the CTL New Faculty Leader(s) to plan and evaluate faculty and instructional 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 faculty, staff or administrators. Some possible members of this team might be the current or past CTL Campus Leaders, director of the teaching and/or learning center, 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 CTL Leadership Team at Minnesota West Community & Technical College).

- **CTL asks the CAO to provide contact information for team members by filling out the [Other Faculty Development Team Members Form](#), and to sponsor the attendance of team members at the fall and spring leadership development meetings.** CTL will pay lodging and meal expenses for the CTL Faculty Leader and one additional (faculty) team member.

## What are the Responsibilities of CTL Faculty Leaders?

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

- **Work in collaboration with the faculty development team** and with other Faculty Leaders (e.g., CAO, deans, the director of a campus teaching center, faculty development committees, and others) to:
  - Plan, organize and evaluate campus faculty development meetings and activities.
  - Arrange for campus visits by CTL staff and faculty development leaders from other institutions.
  - Attend at least one CTL Faculty Leadership meeting (but preferably both) each year, **with at least two other team members from their institution or campus.**
- Participate in CTL Web conferences and other statewide communication forums.
- Although not a requirement, it is suggested that work as a faculty and instructional developer be included in each CTL New Faculty Leader's professional development plan for the period of his or her Leader appointment.

## How are CTL Faculty Leaders Selected?

The CTL Steering Committee, respecting the diversity of campus-based faculty development efforts, asks that all CAOs follow these guidelines in designating a CTL New Faculty Leader:

- CTL New Faculty 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 New Faculty Leaders should be publicly communicated on campus.
- CTL New Faculty Leaders should serve for defined terms of two or three years.

## How are CTL Faculty Leaders Supported?

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

- A New Faculty Leader Orientation introducing the field of faculty and instructional development at the national and system levels
- **CTL leadership development meetings for institutional faculty development team members.** CTL pays the Leader's and one (faculty) team member's lodging and meal expenses for these meetings
- Web sites, online tools, and communication forums for networking
- Books for campus teaching and learning resource libraries
- An online [Campus Events calendar](#) where Leaders may post events, inviting others from around the system
- Periodic Leaders network e-mails with information on professional development and grant opportunities
- Visits to each campus to consult with **the Leader and team in planning activities**, to deliver workshops and to learn how CTL can serve campus faculty development priorities
- A [New Faculty Leaders Web page](#) and online directory

