Professional Development for Faculty and Teaching Staff at Edgewood College

Where to turn for more information »
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The Teaching and Learning Collaborative

Contact: Julie Dunbar, Faculty Development Coordinator

Having physical spaces to gather in both structured and informal ways enhances the professional development of Edgewood community members. Regular hours are being reserved in Regina 37, and will be designated for a variety of faculty and teaching staff development activities such as workshops, technology sessions, and leadership gatherings. Hours for 2016-17 are: MW from 1:00-5:30 and F from 9:00-1:00.

Faculty Development Website

http://library.edgewood.edu/facultydevelopment

The faculty development website contains information for new and experienced faculty, as well as funding information and forms ranging from mini grant applications to grants to improve teaching.

Included:
-articles on pedagogy
-information on funding resources
-links to free online learning opportunities, including subscription-based services such as Magna Commons and Lynda.com
-library resources
-and more!

Save this link and check if often!

New Faculty Orientation Series (open to ALL)

Contact: Julie Dunbar, JDunbar@edgewood.edu, 663-3400

The new faculty orientation series features workshops on a variety of topics that are pertinent to faculty success.

These workshops are open to ALL faculty, and typically take place on Monday afternoons from 4:00-5:30pm.

Sample topics for Fall, 2015:
- Edgewood College’s Community of Learners: With Student Panel
- Universal Design for Learning
- Assessment, Evaluation, and General Education at Edgewood College

Sessions are designed to support faculty during their first two years at the College. Full-time faculty members are expected to attend these sessions.

While topics are selected with attention to the needs of faculty new to Edgewood, all faculty and teaching staff are welcome.

Lecture Series

Edgewood College faculty and staff are highly engaged in scholarship. Individuals, departments and schools are involved in a variety of ways. One means of disseminating research is via on-campus lectures series. A few samples:

Faculty Colloquium Series:
- An opportunity to share our research with the Edgewood College Community
- 3-4 lectures per semester; call for proposals announced via email

Contact: Sayeeda Mamoon, SMamoon@edgewood.edu, 663-2390
Sample Lectures from Fall, 2015:

- Summer Seminars in Africa  
  Drs. Lisa King & Francie Rowe

- The Tragic Death of a Lesbian Nation  
  Dr. Sara Collas

- Lifting the Gay Ban in the Military  
  Dr. Jay Hatheway

Another way in which we emphasize scholarly activity is by inviting visiting scholars and prominent community members to campus to share their expertise. A sample of lectures regularly sponsored at the College includes:

- Environmental Studies Program  
  Contact: Jake Griffin, ENVS Program Director, jacobgriffin@edgewood.edu  
  Keynote during Earth Week

- Center for Multicultural Distinguished Lecture  
  Contact: Huining Ouyang, CME Director, Houyang@edgewood.edu  
  Annually

- Sr. Esther Heffernan Lecture  
  Contact: Carolyn Field, Associate Professor of Criminal Justice, CField@edgewood.edu  
  Annually

- Common Reading Lecture  
  Contact: Bonnie Sierlicki, Director of the Common Reading Program, BSierlicki@edgewood.edu  
  Every fall semester

NOTE: A variety of other lectures arise throughout the year in response to timely topics, social issues, and opportunities. Faculty and teaching staff can pursue ideas for such lectures. Educational Programming Board funds can be a source of support. It is suggested you talk with your department chair/Dean/supervisor if you have an idea to explore.

Hatheway History Lecture Series:

- The "Hatheway History Lecture" typically occurs in March and revolves around the African American Freedom Struggle.  
  - Contact: Andy Witt, AWitt@edgewood.edu, 663-3263

Funding for Your Professional Development

Funding areas reviewed by the Faculty Development Committee:

- Mini Grants
- Instructional Development Grants
- Scholarship Development Grants
- Educational Programming Board Grants

Contact Julie Dunbar, JDunbar@edgewood.edu, 663-3400

Applications are sent to facultydevelopmentfunds@edgewood.edu

Mini-Grants

Up to $1,000 annually for full-time or $500 for part-time

Typical activities covered by these grants include travel to conferences and professional presentation expenses.
Awards will be made four times over the academic year and funding will be equally allocated for each round of applications. The Chair of the Faculty Development Committee will issue an email reminder about grants by 09/01, 11/01, 12/15, and 03/01, including an announcement of the forthcoming application deadline.

- The faculty member will complete and submit the application form online by 10/01, 12/01, 02/01, and 04/01.
- Application form is sent with the call for proposals.

**Instructional Development Grants**

**Instructional Development Grants** are intended to advance instructional excellence. Full and part-time faculty are invited to apply for funding to be disbursed after at least two full-years of employment at the college. Funds may be used to promote curricular/pedagogical innovation, support continuing skills training, implement emerging disciplinary methodologies, create effective assessment tools, or to integrate classroom technology. Typically, the maximum request will not exceed $3,100 or 3-4 credit hours of release time. Extensive details and application forms can be found on the Faculty Development website. Call for proposals will be posted twice each year, once in December and once in May.

**Scholarship Development Grants**

**Scholarship Development Grants** are intended to support the scholarly life of the faculty. Full time tenured and tenure-track faculty are invited to apply. Funds are intended to support the production of scholarly or creative works, including but not limited to: equipment, outside consulting, lab resources, performance and exhibition expenses, and course release time. Typically, the maximum request will not exceed $3,100 or 3-4 credit hours of release time, which cannot be an overload. Extensive details and application forms can be found on the Faculty Development website. Call for proposals will be posted twice each year, once in December and once in May.

**Educational Programming Board Funds**

The Educational Programming Board (EPB) supports educational programs that are presented by departments or groups, that are for academic or intellectual growth, and that occur with faculty direction.

- Call for Proposals: sent in September and January.
- Form is attached to the call, and is also available on the faculty development website.
- Up to $500, with a matching expectation from sponsoring departments.

**Center for Global Education Funds**

**Contact:** Andrea Byrum, Byrum@edgewood.edu, Faculty, Co-Director of the Center for Global Education

**Global Faculty Development Grants:** These grants are made possible through the generous support of benefactors who support global learning. Grants are awarded for international faculty travel, domestic US conferences, and international faculty exchange. A call goes out two times each year.

Funds are used by faculty to engage students in research and scholarship, and are not completely reserved for faculty development opportunities.

**Departmental Funds**

Schools and departments typically have resources allocated to support professional development opportunities. Inquire about specific details with your department chair and/or dean.
Summer Research Program

Contact the Director for Student Research, Shad Wenzlaff, for more information: SWenzlaff@edgewood.edu

The Summer Research Program offers undergraduate students up to $1,000 to conduct a research or creative inquiry project. Funds are available for mentor stipends (up to $775). Applications are reviewed prior to Spring Break by the Student Research Advisory Committee.

Ebben Fund for Student Research

Contact the Director for Student Research, Shad Wenzlaff, for more information: SWenzlaff@edgewood.edu

The Ebben Fund offers undergraduate students up to $1,000 to conduct a research or creative inquiry project. Funds are available for mentor stipends up to $775.

Faculty Sabbatical Grants

Definition:
The two major goals of the faculty sabbatical program are to provide professional development for the individual faculty member and to strengthen the academic priorities of the College. A sabbatical leave is defined as one semester at full contract salary or one full year at half contract salary for extended study, research, writing, and/or other creative activities. Insurance, retirement annuity, and salary increment will continue to accrue at the usual rates for the term of the sabbatical grant.

For more information, see the Faculty Policy Handbook: available online at http://library.edgewood.edu/facultydevelopment

Eligibility to Receive:
1. Tenured faculty may apply for a sabbatical no earlier than during their 6th year of teaching at Edgewood College in order to be eligible for a sabbatical leave for the following year. Therefore, a sabbatical may be taken no more frequently than every seventh year.

2. Agreement of the applicant to resume service to the College for at least one year upon completion of the term of the sabbatical. In the event that the applicant chooses not to return to the College he/she shall reimburse the College the amount of the sabbatical salary.

Sabbatical Proposal Guidelines:
See the Faculty Handbook

Schedule of Procedures:
1. Issuance by the VPAA by May 1st of the criteria and schedule for applications for sabbatical grants

2. Applicant submits letter of intent to apply to VPAA by May 15th.

3. Submission by the applicant to the VPAA of the completed sabbatical application by September 15th of the year previous to the proposed sabbatical

4. Evaluation of the applicant and recommendation by the Academic Rank to the VPAA by October 15th.

5. Preliminary approval of recommendations by President by November 15th.

6. Final decision and notification in writing to the applicant by the VPAA within ten days after the Board approval of the budget.

7. Submission of a sabbatical report by recipient upon returning to the College. Please see faculty handbook for further details.
Funding Databases:
In addition to resources available publicly and through professional organizations, the College has access to two funding databases.

► Grant Forward
A database of grant and funding opportunities for faculty and staff (formerly Illinois Researcher Information Service) made available through the Oscar Rennebohm Library. Faculty and staff have full access to this database.


You will need to connect with the Advancement Office to secure grant funding. Please contact the Office for Institutional Advancement before you initiate a specific proposal to a funder (see Grant Review and Approval Form). The Grants Office can assist with different stages of the proposal, depending on the specific needs of the proposer, and invites Edgewood faculty and staff to connect with them early on as you begin to consider your proposal. They may be able to help identify relevant resources on and off campus.

► Office for Institutional Advancement
Phone: (608) 663-3328

Connecting with the Grants/Advancement Office
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Tenure and Promotion
Policies governing academic rank, promotion and tenure are found in the Faculty Policy Handbook.

For your convenience, here are some important deadlines to consider:

October 1   Letters (with “Promotion and Tenure Process and Timeline” enclosed) to faculty whose years in rank and earned degrees make them eligible for promotion and/or tenure consideration. Letters include request for written response by January 30. (Note: Promotion consideration is optional. Letter of eligibility will indicate whether or not tenure consideration is optional.)

October 15   Memo to all other faculty, notifying them of the process and timeline and inviting questions by October 30.

October 30   Deadline for receipt of questions from non-candidate faculty.

January 30   Deadline for responses from candidates.

April       Letters to candidates’ departments requesting written recommendation.

September 15   Candidate’s portfolio and appropriate supporting documentation submitted by candidates due in the Academic Dean’s Office.

September 22   Documentation submitted by and on behalf of candidates will be available for study by departmental colleagues and members of the Academic Rank Committee.

October 15   Departmental recommendation due in Academic Dean’s Office.

Oct 30-Dec 15   Academic Rank Committee will evaluate all documentation, supplement it as deemed expedient, and make appropriate recommendations to the President and Educational Policy Committee of the Board.

January–February   Review and action by Educational Policy Committee.

February       Board of Trustees meeting for action.
The Educational Policy Committee and the President will make recommendations to the Board. Assuming that the Board of Trustees acts on these recommendations at its March meeting, the decisions will be communicated to the candidates no later than the date of issuance of their annual contract (by April 30).

School and Program-Based Development

Center for Global Education

Contact: Andrea Byrum, Byrum@edgewood.edu

The Center for Global Education provides regular development opportunities that support the infusion of global perspectives in learning experiences throughout the college. Sample activities include:
- International Education Week events in November of each year
- Workshops for faculty leading or designing study abroad experiences
- Roundtables and presentations about global learning and global citizenship development

Sample Faculty Development Workshops, Fall 2015:
- November 16th International Education Week Events
- Cultural Humility Faculty/Staff Workshop 12-1pm
- November 19th 11:30am-1:00pm LBR International Education Week Event
- Faculty Novice Workshop

Center for Multicultural Education

Teaching for Diversity Series

Contact Huining Ouyang, H0uyang@edgewood.edu, 663-3437

The Center for Multicultural Education Teaching for Diversity Series serves as a forum for faculty development in multicultural teaching and learning. Over the past years, the Series has offered opportunities for Ethnic Studies faculty as well as colleagues and students across campus to dialogue about culturally responsive pedagogies in teaching issues of race and ethnicity as they intersect with gender, class, sexuality, ability, religion, and nation.

Goals for the Series include:
- giving faculty the opportunity for collaboration and support in teaching for diversity
- enhancing our skills, comfort level, and effectiveness in teaching for diversity
- being in the position of learners and inquirers rather than experts
- helping make Edgewood a more culturally competent, responsive campus

STEM Teaching Seminar

Fridays at noon in SON 203
Contact: Amy Schiebel and Rachael Lancor, 663-6997, RLancor@edgewood.edu, ASchiebel@edgewood.edu

Pre-Recorded Webinars from Magna Commons

Contact: Rebecca Zambrano, RZambrano@edgewood.edu, (608) 332-9567

Edgewood has a subscription to Magna Commons, which houses many pre-recorded webinars on a wide range of topics related to teaching and learning. Most are interviews with experienced faculty, advisors and other experts at colleges and Universities around the country.

See below for a SAMPLE list of webinar topics. The links will not work without a special login. Please contact Rebecca Zambrano for login instructions.

Program Title Primary Category
Identifying and Managing Classroom Aggression and Violence Classroom Management
http://www.magnapubs.com/magna-commons/?video=3026

A Good Start: Helping First-year Students Acclimate to College Classroom Management
http://www.magnapubs.com/magna-commons/?video=3055

Handling Annoying, Disruptive and Dangerous Students Classroom Management
http://www.magnapubs.com/magna-commons/?video=3053

Measuring Learning: The Ultimate Teaching Evaluation Faculty Development
http://www.magnapubs.com/magna-commons/?video=3043

Practical Strategies to Re-energize Mid-career Teachers Faculty Development
http://www.magnapubs.com/magna-commons/?video=3035

Practical Strategies to Help New Faculty Thrive Faculty Development
http://www.magnapubs.com/magna-commons/?video=3033

To see the full listing visit http://Magnacommons.com

Edgewood Online Faculty Development

What supports do we offer?

- Online workshops and courses that target specific skills such as:
  - How to increase student engagement and satisfaction in your courses with active learning tools and strategies
  - How to use online technologies to support student learning
  - How to improve your course design/development in Blackboard
  - An online teaching certification process and peer mentoring
  - Instructional design support in Blackboard
  - One-on-one support to learn academic technologies related to online or blended learning in your courses

- Subscriptions to webinar trainings on a wide variety of topics. Faculty can sign up for interactive workshops or browse through extensive menus of webinars on topics related to online and blended teaching and learning

<table>
<thead>
<tr>
<th>Course or Workshop Title and Format</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Blackboard Faculty Orientation (self-paced)</td>
<td>Open</td>
</tr>
<tr>
<td>Online Faculty Development Gateway Course</td>
<td>4 Weeks (Required before beginning to teach online)(Meets f2f one evening)</td>
</tr>
<tr>
<td>Beginning to Work with an Edgewood Instructional Designer</td>
<td>1 Week</td>
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<tr>
<td>Designing for Adult Learning and Motivation</td>
<td>1 Week</td>
</tr>
<tr>
<td>Creating Online Videos for Social Presence</td>
<td>1 Week</td>
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<tr>
<td>Search, Find and Organize Online Content for your Course</td>
<td>1 Week</td>
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<tr>
<td>Using Blackboard Tools for Active Learning</td>
<td>1 Week</td>
</tr>
<tr>
<td>Universal Design in e-Learning</td>
<td>1 Week</td>
</tr>
<tr>
<td>How to Make Screencasts to Support Student Learning</td>
<td>1 Week</td>
</tr>
<tr>
<td>Using VoiceThread to Engage Students</td>
<td>1 Week</td>
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How does a faculty member access online faculty development, instructional design support and peer mentoring opportunities?

Contact Rebecca Zambrano at, RZambrano@edgewood.edu or (608) 332-9567
Edgewood Learning Communities

Contact: Kristine Mickelson, KMickelson@edgewood.edu, 663-2374
Intentional spaces to come together to talk about teaching, learning and professional life, share expertise, provide support to colleagues, and generate ideas model the Dominican studium of study, reflection, action. These learning communities, often referred to as “communities of practice,” change and evolve with time, but a sampling of current or recent communities include:

» Engaged Learning Communities of Practice
  Contact: Kristine Mickelson  
  KMickelson@edgewood.edu

» Courage to Teach
  Contact: Rebecca Zambrano 
  RZambrano@edgewood.edu

» Internship Community of Practice
  Contact: Sara Hanson 
  SHanson@edgewood.edu

» Cultural Humility Group
  Contact: Judy Adrian,  
  Adrian@edgewood.edu

» NetVUE Pathways to Purpose
  Contact: Kris Mickelson  
  (see above)

» Core Values Group
  Contact: Denis Collins  
  DCollins@edgewood.edu

» Contemplative Campus Group
  Contact: Ken Syke  
  KSyke@edgewood.edu

Technology Support

Contact: Technology Assistance Center (TAC) at (608) 663-6900 or technology-assistance@edgewood.edu for assistance with classroom support, computers, telephones, Blackboard, ID cards, laminating, printing (including wide-format printing), equipment check-out and other technologies. Stop by TAC, located across from the Mail Center in DER 204.

Technology Resources:

» Blackboard Assistance – Academic Technology Specialist Diane Hart Deci ddeci@edgewood.edu provides guidance and training in the use of Blackboard. Do not hesitate to contact her.

» Lynda.edgewood.edu – Lynda.com provides access to thousands of video-based technology, business and creative skills and can be used with your students. (Students also have full access.) Go to Lynda.com and log in using your complete EC email and password. Some examples:
  - Going Paperless, Start to Finish
  - How to handle Workplace Bullying
  - OneDrive Essentials
  - How to Turn an Internship into a Job

» Office365.edgewood.edu – As faculty, Office 365 provides access to the full Office Suite of applications, including email and OneDrive. In addition, there is an option to download the full Office Suite at no cost. Log in using your complete EC email and password.

» Email.edgewood.edu provides you access to off-campus email.

» TipsNTricks- Three to five times a semester a newsletter sent by the Academic Technology Specialist provides valuable information regarding Blackboard tips and upcoming technology news and events.

» Technology Enhanced Week and Technology Fair- IT sponsors technology focused training events prior to Fall Seminar Week and during Winterim Term.