

Terms and Conditions Agreement for CTL Affiliates

The Center for Teaching and Learning has determined the process it will use to enhance the quality of our professional development events. This process is aligned with the College mission and the mission of the CTL.

In the first phase of the standardization, the CTL developed the CTL Affiliates Application which has been revised according to the feedback that was provided at the first facilitator roundtable. In the second phase of the standardization process, the CTL developed the Terms and Conditions Agreement document which has been revised according to the feedback that was provided at the second facilitator roundtable. These two documents now provide the CTL with the ability to establish a pool of faculty and staff who wish to work with the CTL to provide the highest quality faculty professional development available.

The CTL will make all offers of alternate esh in writing using the College's Alternate ESH form. All Alternate ESH forms must be submitted to the appropriate dean by the 1st of August for the fall semester, the 15th of December for the spring semester, and May 1st for the summer semester.

The four types of CTL Affiliates are:

- CTL Associates: CTL Associates teach, lead and/or facilitate CTL sponsored workshops, seminars, webinars, forums or discussion groups. Alternate ESH is provided as compensation for planning; delivering and supporting CTL sponsored events. CTL associates agree to conduct their CTL event at the college campus designated by the CTL. The CTL uses the college formula for calculating alternate esh awards. That calculation is 40 hours of work for each ESH awarded. CTL associates are required to: present a minimum of three two hour workshops for every 1.5 ESH awarded, attend two facilitator roundtable discussions per semester, provide a copy of all teaching materials used in the workshop to the designated CTL contact, attend or present at one of the cornerstone CTL events, and help market CTL workshops and events.
- CTL Presenters: Faculty Presenters facilitate workshops that they or that a dean have proposed with the CTL staff and that they have requested the support of the CTL for registration, attendance, recordkeeping and professional development credit for attendees. These workshops may be either stand-alone or series offerings. CTL Presenters may receive alternate ESH from another department to work within the CTL unit. CTL Presenters are strongly encouraged to support other CTL sponsored events through attendance, presenting, facilitating or submitting an article for the CTL newsletter, *Focus on Faculty*.
- CTL Partners: Faculty Partners provide stand alone workshops for the CTL to promote their areas of scholarship and expertise. The CTL may provide assistance upon request, for registration, attendance, recordkeeping and professional development credit for attendees. CTL partners are not compensated by the CTL but may be compensated by another unit. CTL Partners are generally referred to the CTL through their deans, but they may also self refer.

CTL Fellows: Faculty Fellows participate in CTL sponsored fellowships. Full time faculty fellows are paid alternate ESH to participate in a CTL sponsored series of workshops, seminars, webinars, forums or discussion groups and support with their attendance at least one CTL Success Forum or Super Saturday event. Alternate ESH is provided as compensation. Part time faculty fellows who participate in the hybrid professional development offering receive a stipend.

Faculty and staff seeking to work with the CTL as an Affiliate are expected to:

1. fill out the standard CTL Affiliates Application that includes the proposed workshop description;
2. work with the CTL campus contact to determine a place, day, time and length of the workshop(s);
3. submit workshop materials (in electronic form);
4. hand out and collect CTL workshop evaluation forms at the end of the workshop;
5. turn in the sign up forms, participant evaluations and the presenters evaluation to the CTL;
6. attend 2 CTL facilitator roundtable discussions a semester;
7. support and promote CTL sponsored events within their departments and the wider community;
8. use the workshop participants' feedback as a planning tool for future offerings for the same or similar workshops they may propose;
9. formulate outcomes and design classroom activities that align with these outcomes;
10. provide participants with appropriate pedagogical, technological and content-related information to enhance effective instruction and learning;
11. include active learning strategies as part of their teaching and learning format;
12. include in their workshop delivery plan modeling of the use of sound pedagogical strategies and techniques;
13. promote the idea of reflection as part of continuous learning.

In addition to a host of workshops and seminars, the CTL sponsors four college wide professional development events every academic year, all of these events except the Professional Development for New Faculty (PDP NF)* are open to the college community. *This program is designed especially for full time faculty who are in their first three years of employment at the college.

The PDP NF, the Success Forum (fall and spring semester), and Super Saturday (fall semester) are considered CTL cornerstone events. While CTL Associates agree to attend one of these events, all CTL affiliates are strongly encouraged to support at least one of these college wide events.

- Step 1: Download and complete the *CTL Affiliates* application and the *Terms and Conditions Agreement* from the CTL website.
- Step 2: Forward the completed CTL Affiliates application to the CTL contact for the campus on which you reside:
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| Dr. Carol Annink | Germantown |
| Ms. Marlinda Boxley, J.D. | Takoma Park/Silver Spring |
| Dr. Joseph Nwoye | Rockville |
- Step 3: The CTL contact will review your application and forward to the CTL Director, who will forward the application to Dean Hawkins for the final approval. Your signature on the CTL Alternate ESH form indicates that you have read and

agreed to all of the terms detailed in the Terms and Conditions Agreement document.

- Step 4: The signed Alternate ESH form the CTL represents the CTL's acceptance of your workshop proposal.
- Step 5: Submit your approved Alternate ESH form to your dean for his or her signature.
- Step 6: Return a copy of your Alternate ESH form signed by your dean and chair to Ms. June Clarke at the CTL.