



## Mission

The mission of Longwood University's Center for Faculty Enrichment (CFE) is to foster a vibrant intellectual community that supports innovative teaching, scholarship and professional growth. The CFE pursues this mission with the understanding that a dynamic faculty engages students by integrating learning with 21<sup>st</sup> century pedagogies. To this end, it seeks to promote, sustain and celebrate a climate of open intellectual exchange—an ongoing cross-disciplinary dialogue that builds collaborative relationships.

### Structural and Operational Proposal

1. space needs (~4000 sq feet)
  - a. program office
  - b. director's office
  - c. technology resource office
  - d. presentation rooms (small & large)
    - i. resource room with round tables and shelves
    - ii. adaptive structure with wireless & hardwire access
    - iii. LOTI space (for computers/lab access)
2. Operating budget - TBD\*
  - a. Personnel
    - i. Director – salary and benefits
      1. plans, develops and coordinates all CFE events
      2. serves as an advisor and advocate for faculty
      3. collaborates with the graduate Dean to coordinate the LOTI program
    - ii. Adm. Assistant
  - b. Operating expenses
    - i. Programs (see items listed in #3 below)
    - ii. Materials to support teaching
    - iii. Software/hardware
  - c. Scholarship support
    - i. Summer research grants
    - ii. Collaboration with outside scholars and professionals
    - iii. Dissemination of results of scholarly activities
    - iv. Other as proposed/approved
3. suggested activities/programs
  - a. short term (to begin in 2008-2009)
    - i. development and publication of CFE webpage
      1. links to resources (internal & external)

- 2. event listing
    - ii. Speakers each semester
      - 1. one per semester in 2008-2009
    - iii. Monthly seminars (topic examples)
      - 1. BANNER
      - 2. Advising topics/issues
      - 3. financial planning
      - 4. myLongwood navigation
      - 5. LSEM training
      - 6. Honors program orientation
    - iv. Mentoring
      - 1. how to be one
      - 2. what to look for in a mentor
      - 3. for new faculty
      - 4. for P & T purposes
      - 5. pre-retirement
    - v. “Cross-talk Fridays”
      - 1. open dialog among faculty in a social setting
      - 2. initially to be held once per month with hopes of moving to twice a month or more
      - 3. selected topics to be publicized in advance
        - a. talking about teaching
        - b. collaborative teaching
    - vi. New faculty orientation
    - vii. Training for chairs and deans for dealing with department and/or College communication issues
    - viii. Yearly faculty colloquium
  - b. long term
    - i. increase the number of outside speakers to three per semester
    - ii. seminars on using feedback to improve teaching and scholarship
    - iii. Increase number of internal programs to meet needs and desires
    - iv. Increase “Cross-talk Fridays” to a weekly event
    - v. Grant writing seminars each semester or year
    - vi. Endowed research and travel funds
    - vii. Stronger CONNECTIONS program
      - 1. more opportunities
      - 2. encouraged for every faculty member with 10 years of service
    - viii. expand feedback mechanisms outside of the boundaries of the P & T and merit processes
      - 1. peer observations
      - 2. dialogue related to classroom issues
4. timeline for implementation of activities/center
  - a. initial activities to begin in 2008-2009
    - i. appointment of a interim/part time director
    - ii. part time clerical assistance
  - iii. activities
    - 1. development of a program web page
    - 2. two invited speakers on topics of interest/one per semester

3. work with Geoff Orth on developing a campus wide mentoring program for new faculty
    - a. comprise list of timely topics for mentors
    - b. set schedule of training sessions
  4. begin search for a physical space for the center and the director
  - b. three-year transition to full implementation in 2010-2011
5. governance structure (procedures for selection of director and organization of advisory board)
- a. Full time director:
    - i. Reports to the VPAA/Provost
    - ii. appointed as a result of an internal or external search.
      1. A search committee will be appointed by the Faculty Senate. The search committee will be comprised of two faculty members from each College and a representative from Academic Affairs. Each of the faculty members must represent a different academic department.
    - iii. responsibilities of the director
      1. oversees all CFE programs
      2. manages the CFE budget
      3. supervises the administrative assistant
      4. serves as advisor and advocate for faculty
      5. coordinates the LOTI program in collaboration with the graduate Dean
      6. works cooperatively with campus constituents
      7. manages the CFE web page
      8. serves as a member of the Grants subcommittee of the Faculty Development Committee
      9. meets regularly with the CFE advisory board
      10. obtains student input on effective teaching practices
      11. serves as an ex officio member of the Academic Affairs Committee
      12. serves as an ex officio member of the Faculty Senate
    - iv. qualifications of the director
      1. a terminal degree in one of the academic areas of the institution
      2. a minimum of five years of teaching experience in higher education
      3. preference will be given to individuals with prior administrative experience
  - b. Interim director:
    - i. The ad hoc committee on Faculty Development will serve as the search committee for the interim director and will make recommendations to the Provost.
  - c. Advisory Board:
    - i. membership
      1. one faculty member from each College will be appointed by the Faculty Senate for a total of three members
      2. members will serve a two-year term
      3. terms will be staggered
      4. initial appointments:
        - a. one 3-year terms
        - b. two 2-year terms

ii. Responsibilities

1. meet regularly with the Director
2. make recommendations on any or all activities of the CFE
  - a. suggesting speakers and/or topics
  - b. assisting with activities
3. serve as liaison with respective colleges

\* TBD – Monies are currently available throughout the University from a variety of sources to support faculty. As these functions and programs are centralized, the funds should be transferred to support the activities of the center. The primary new resource need is for personnel. As the two positions are defined and filled, new monies may be necessary.

revised 3/8/08