

## **Center for Teaching and Learning Council (CTLC)**

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**CLASSIFICATION:** University Council

**REPORTS TO:** Director, Center for Teaching and Learning

**CHARGE:** The council will support the mission of the Center for Teaching and Learning and its Director by 1) studying and recommending policies for the operation of the Center, programming for faculty development, and articulation with other faculty development initiatives at the university, and 2) providing leadership for various working groups associated with the Center.

**COMPOSITION:** The council will consist of ten voting members and three non-voting members broadly representative of various constituencies as follows:

- Six (6) faculty members at-large:
  - Four (4) appointed by Faculty Senate, no two from the same college/school
  - Two (2) appointed by the Provost. (One from Kent Campus and one from the Regional Campuses.)
- One faculty representative from the University Research Council
- One faculty representative from the University Teaching Council
- One administrative representative from the Chairs and Directors Council
- One administrative representative from Academic Affairs Administrative Council
- Non-voting:
  - Vice President for Research & Sponsored Programs
  - Dean, Graduate Studies
  - Dean, Undergraduate Studies
  - Assistant/Associate Dean from the Regional Campuses
  - Representative from the Office of Continuing and Distance Education

**QUALIFICATIONS OF FACULTY MEMBERS:** Faculty members appointed to the council will be experienced teachers/scholars with commitment to faculty professional development.

**TERM:** For the six at-large faculty appointees, the term of membership will be three (3) years, beginning on August 25 of the year of appointment. None of these members may be appointed for more than two full terms in succession. Two of these at-large faculty representatives will be appointed each year. In the initial year of the council's existence, some faculty will be appointed for shorter terms to establish an appropriate rotation.

Terms of the faculty representatives of the University Research Council and the University Teaching council will be for one year with reappointment possible up to three years (or six upon reappointment to the URC or UTC for a second term). The terms of the administrative members will be one year, with optional reappointment.

### **MEANS OF APPOINTMENT:**

- Four (4) at-large faculty members will be appointed by Faculty Senate, initially by the Executive Committee and thereafter by the Chair of Faculty Senate upon the recommendation of the Committee on Committees
- Two at-large faculty members will be appointed by the Provost
- One faculty member will be elected from and by the membership of the University Research Council
- One faculty member will be elected from and by the membership of the University Teaching Council
- One chair or director will be appointed by the Provost from the Chairs and Directors Council
- One member of the Academic Affairs Administrative Council will be appointed by the Provost
- The Vice President for Research & Sponsored Programs, The Dean of Graduate Studies and the Dean of Undergraduate Studies will serve ex officio
- One member will be elected from the membership of the Regional Campus Assistant/Associate Dean's Council.
- One member will be appointed by the Associate Vice-President of the Office of Continuing and Distance Education.

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**ALTERNATES:** Five faculty alternates will be appointed each year for one-year terms as follows:

- Two selected by Faculty Senate
- One selected by the Provost
- One selected by the University Research Council
- One selected by University Teaching Council

When a member withdraws from Council or is absent on leave, an alternate from the same appointing source will be appointed by the Center for Teaching and Learning Director to fill the remainder of the term or the period of absence. Alternates will be encouraged to attend meetings whenever they wish.

**CALL:** The council will convene at the call of the Director of the Center for Teaching and Learning and will meet at least once each semester.

**CHAIR:** The Chair will be the Director of the Center for Teaching and Learning. The Director will submit annually a written summary report of the council's work to the Faculty Senate and the Provost by May 25.