



Wisconsin Teaching Fellows & Scholars (WTFS) Co-Director Position Description

Co-Directors collaborate in planning, organizing, and facilitating WTFS, a year-long learning community informed by the Scholarship of Teaching and Learning (SoTL). Each of UW System's 13 institutions is invited to have two participants.

Co-Directors report to *Fay Akindes*, UW System's Director of Systemwide Professional and Instructional Development, to establish and update program curriculum, agendas, and materials, and to facilitate the learning of SoTL with participants.

Activities – May through August

In consultation with Fay, collaboratively plan and facilitate the first meeting of the WTFS cohort at UW System's Faculty College, May 28-31, 2019 at UW-Platteville Richland and the WTFS Summer Institute in Madison, June 10-14, 2019.

- Establish agenda / schedule of activities
- Build a sense of community and belonging among participants representing various institutions, disciplines, and methodologies
- Model effective pedagogies
- Facilitate sessions and discussions
- Identify reading materials (books, journal articles)
- Guide and consult with participants in designing individual SoTL projects
- Ensure that participants' methodologies are consistent with their discipline of study
- Scaffold process of establishing, conceptualizing, designing SoTL projects
- Embed peer mentoring and reviewing within program
- Identify communication channels to sustain connection during and after Summer Institute
- Establish timeline with mileposts to guide participants through the process of refining plans and implementing SoTL research during the Fall semester
- Conduct formative and summative assessments of WTFS

Activities – August to May

Maintain work launched at the 2019 Faculty College and WTFS Summer Institute.

Continue to plan activities for the remainder of the year:

- Winter Institute – two days in January 2020, Madison (dates and place tbd)
- Last meeting – prior to Spring Conference on Teaching and Learning
- Annual Spring Conference on Teaching and Learning – April 2020 (dates and place tbd)
(Poster reception will be scheduled during the conference.)

Maintain ongoing communication with Co-Director and the WTFS participants.

Serve as a resource in the development, implementation, and publication of WTFS projects.

Serve on OPID's Advisory Council which meets once a semester.

Read, edit, and proofread poster abstracts for the 2020 Spring Conference on Teaching and Learning Program.

Submit recommendations to the Director to strengthen the impact of the WTFS Program on participants, institutions, and the UW System.