**Xavier University Center for Teaching Excellence**  
**Call for Applications to Define a Faculty Learning Community**

The CTE is soliciting applications to define **new Faculty Learning Communities (FLCs)**. 1 or 2 faculty may propose topics for FLCs to meet for one year beginning in September 2023 or January 2024.

**SUBMISSION DEADLINE: Monday, March 20 at 11:59 pm**

**FLC Description and Expectations**

An FLC is a cross-disciplinary community of 8-12 members led by 1-2 facilitators that engages in a year-long collaboration to explore a theme or topic related to teaching and learning in higher education. Since 2010, o**ver 250 Xavier faculty** have participated in at least one of over 50 FLCs.

FLCs:

* Meet 10-12 times, guided by key questions and directed towards self-defined results
* Should be topic-based and not primarily cohort-based
* May incorporate a range of activities relevant to exploration of the topic, such as off-campus retreats/visits, seminars, structured reading, and more
* Should typically include no more than two members from a single academic department

The **primary outcomes** are individual or collective projects directly relevant to teaching and learning. Participants will share their project results in a presentation at Xavier and a digital archive, and ideally, in external presentations or publications about teaching.

***An FLC is not a committee or task force.*** FLCs are faculty-initiated and community-oriented; participants agree upon collective and individual goals. No external group issues the FLC a charge or task.

**Facilitator Responsibilities**

In addition to defining the topic of the FLC, facilitators support the FLC by sharing their own teaching experience, providing leadership, building community, encouraging creativity, and fostering an environment of open communication and collaboration. In preparation for this, facilitators are expected to attend a half-day orientation before the start of the FLC.

**UPDATED PROCESS: FLC Budget and Facilitator Funding**

FLC budgets will be proposed and approved ***after*** the topic has been selected and the learning community has been formed via a call for participants. An FLC can request ***up to $10,000*** for relevant expenses, which may include up to $500 for professional development funds for non-facilitator members, meeting food, off-campus visits/retreats, visiting speakers, etc. The final budget proposal should be the consensus of the full group.

Facilitator funds are not part of the group budget. Facilitators can receive professional development funds or a stipend; see table below.

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|  | **PD Funds** | **Stipend** |
| Co-facilitators (per person amount) | $1,500 | $1,250 |
| Sole facilitator | $2,000 | $1,700 |

**Questions?** Contact CTE Faculty Director Supaporn Kradtap-Hartwell ([kradtaps@xavier.ed](mailto:kradtaps@xavier.ed)u, 745-3397), or CTE Administrative Director Cara Pickett ([pickettc@xavier.edu](mailto:pickettc@xavier.edu), 745-4278)

**Submission Instructions**

All full-time teaching faculty from all disciplines are eligible to apply. A librarian or staff may submit a proposal in conjunction with a principal faculty member. Applicants must submit proposals following the format outlined below. The CTE Faculty Advisory Group will review applications and select the FLCs. Selections will be announced in April.

Please email the following to [cte@xavier.edu](mailto:cte@xavier.edu) by Monday, March 20:

1. An application in the format outlined below;
2. Curriculum vitae for each facilitator (abbreviated, no more than three pages);
3. A brief letter from each facilitator's department chair or supervisor, which addresses the facilitator’s availability and qualifications, including background in the topic, organizational skills, and experience facilitating colleagues (email format is acceptable).

Applicants should cc their Department Chair and Dean when submitting the application; acknowledgment of receipt of the application will be sent by e-mail.

**APPLICATION FORMAT—not to exceed 5 pages; Word or PDF**

Cover Page (titled: "Faculty Learning Community Application"):

1. Name(s) of facilitator(s)
2. Rank(s)
3. Department(s)
4. Title of proposed FLC
5. Proposed start of FLC (September 2023 or January 2024)
6. Abstract (150 words or less)

Please address all of the following.

Project Description

1. Description of the FLC topic, including key questions that will guide the community.
2. Rationale for topic, including relevancy to teaching and learning at Xavier/within higher ed.
3. Possible individual and collective projects resulting from the FLC, including potential for impact on student instruction.
4. Tentative schedule of topics, readings, and key activities, including possible retreats or guest speakers

Membership Parameters

1. Will the FLC be limited to certain types of faculty (tenured, tenure-track, etc.)? Open to staff?
2. Is there evidence of faculty interest in this topic? Describe any relevant evidence here, including names of faculty who have expressed an interest in participating.
3. What are your strategies for recruiting members to your FLC?

Facilitator(s) Qualifications

1. Do you have experience facilitating groups comparable to this one?
2. What is your experience with this topic?

**NOTE:** Budget proposals will be submitted after the topic has been selected and the group has formed, so that all members can have input on the group budget. If funds are needed immediately (e.g. for a kick-off event to begin the FLC), budget proposals can be submitted early.