



Sept 24, 2015

Dear Colleagues,

For the 2015-16 Academic Year, CTLE is organizing a small (8 to 10 individuals) Faculty Learning Community (FLC), with a focus on teaching portfolios. Teaching portfolios are a way to document, improve and present your teaching. They are often included and expected in documentation used for academic promotion and advancement. The purpose of the learning community is to help UM academic staff better understand what a teaching portfolio is and what goes in to the portfolio before developing one's own teaching portfolio.

The FLC will meet on a regular basis, 5-7 times during the academic year to discuss articles, book chapters, websites, reports, etc. on teaching portfolios. The Teaching Portfolio FLC (TPFLC) will begin after autumn festival and continue to the end of the 2015-16 AY (Oct. – May). Each member of the learning community will be expected to attend regularly and contribute to the work of the group. We will organize and disseminate information via UM-Moodle, which will also serve as a communication platform for the group. Members who consistently contribute to the group will receive a citation documenting their participation. One of the main advantages of being within the FLC is that it provides a structured environment for multi-disciplinary discussions with colleagues from across campus on issues of common interest.

The FLC is a friendly and constructive space for you to develop your own teaching and learning as well as helping to develop a document and roadmap to help UM faculty develop their own teaching portfolio.

We hope that you will consider applying to be part of the TPFLC. TPFLC is open to all full time academic staff at UM, all ranks. Preference will be given to assistant professors and lecturers who are considering applying for promotion.

The application consists of three short questions:

- i. What would you like to bring to the TPFLC?
- ii. What do you hope to gain from this experience?
- iii. A brief statement of (<50 word) of your teaching philosophy.

Plus, the usual demographic information: name, position, faculty, rank etc.

To apply, please click the following link to fill out the application form.

[https://umac.asia.qualtrics.com/SE/?SID=SV\\_eQYzaq5wFM3Q5Pn](https://umac.asia.qualtrics.com/SE/?SID=SV_eQYzaq5wFM3Q5Pn)

**Applications will be accepted until COB on Thurs. Oct. 8<sup>th</sup>  
DEADLINE EXTENDED To COB Fri. Oct. 16**

We will let individuals know in mid-October if they have been accepted.

If you have any questions please email either of us.

Spencer Benson, DCTLE

Katrine Wong, CTLE Coordinator, Assoc. Prof., Dept. of English