

APPLICATION FOR INSTITUTIONAL MEMBERSHIP IN THE CIRTl NETWORK

Fall 2024

(An editable version of this application and supporting information can be found at <https://cirtl.net/membership/>.)

Please see [CIRTl for All: A Membership Plan for Sustained Impact](#) for information about the CIRTl network structure, core ideas, and member institution expectations.

CIRTl's mission is to develop future faculty committed to implementing and advancing evidence-based teaching practices to enrich undergraduate education that is accessible to all learners. While preparing future STEM faculty remains one specialized area of focus of our work, we invite students from across all disciplines to engage in our programs as many of our member institutions are already doing so locally, and we have found that program participants embrace cross-institution and cross-disciplinary learning.

The membership committee invites you to use this application process as a way of showcasing areas of alignment that you see between your institutional goals and CIRTl's mission and opportunities. We also hope it allows you to begin identifying and developing connections across your campus that you think you will need to establish a successful local CIRTl community. With the recognition that some CIRTl terminology and concepts take time to fully understand, we encourage you to put your ideas forward with the expectation that if you join our Network you'll continue to refine them and receive support through onboarding and mentorship.

Note: The [application submission form](#) requests contact information and a short CV or NSF-style biosketch for the Institutional Leader and Administrative Co-Leader, as well as contact information for the university official who can commit the institution to CIRTl Membership.

Maximum page length = 12, with 12 pt font.

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Institutional Interest

1. How will participating in the Network contribute to achieving the strategic plan or vision of your university?
2. How do you see your institutional goals aligning with the CIRTl Core Ideas (Learning-through-Diversity, Teaching-as-Research, Learning Communities)?

Tips

Strong applications should discuss how joining the Network will align with your institution's strategic plan or vision with respect to preparing future faculty and/or more broadly.

Characteristics of Your University

3. What are the key characteristics and recent trends of the populations you would like to have participate in your local CIRTl population? Please include the number of doctoral and postdoctoral students you plan to support; any additional information about the number of TAs (if registered), international students, disciplines or demographics you're able to include will help us understand the context of your institution & target population.
4. Describe existing opportunities, distinctive characteristics, resources, initiatives, activities, or programs offered at your institution to support the professional development in teaching and learning of your university's future faculty (graduate students, professional students, and postdoctoral scholars).
5. What challenges do you foresee in aligning your institutional work with CIRTl's mission and core ideas, or in building and implementing a local CIRTl community? (We will use this question to better understand how to support your engagement and connect you with resources or mentors within our Network.)
6. What local, regional, and national partnerships does your institution currently participate in related to preparing future faculty, if any?

Tips

Applications should demonstrate the potential for institutional impact on instructional faculty through producing doctoral graduates and postdocs who go

on to academic careers or having other important impacts on teaching and learning.

Special characteristics of an institution's graduates may also be important. A meritorious application should outline these special characteristics and show that a substantial core of the institution's doctoral programs will participate.

Experience with the professional development of future faculty through programs at the institutional or national levels is beneficial (but not necessary).

CIRTL Structure and Organizational Capacity

7. Where will CIRTL activities be housed in the current organizational structure of your institution (e.g., Graduate School, College or School, Center for Teaching and Learning, etc.)?
8. Describe the overall composition and roles of your proposed CIRTL team. Indicate each person's position, department/unit, experience relevant to CIRTL, and time commitment to CIRTL.
9. What specific person(s) and services will be available to support the day-to-day operations of your learning community? Identify the individuals or positions who will work on program logistics, such as finding meeting space, on-campus advertising, program evaluation, and participant tracking.

Tips

Strong applications will have an Institutional Leader and an Administrative Co-Leader that have collectively demonstrated success in research, teaching and learning, program management, advocacy, marketing, and evaluation.

The co-leaders should be situated appropriately within their institution to engage future faculty. This could include, but not be limited to, a Graduate School, a Provost office, or a Teaching Center. A vital CIRTL learning community will need the engagement of administrators, faculty, and staff on behalf of future faculty. This organizational structure should promote sustainability of your CIRTL work and membership.

Applications should demonstrate a strong commitment from upper administration in a graduate school or other organizations within the university to implement the

CIRTL program on their campus. The co-leaders will need the support of individuals who can assist with program logistics, space management, on-campus advertising, and program evaluation.

An internal organizational structure that will support the long-term sustainability of the program is important.

CIRTL Engagement and Evaluation

10. Describe the general process you will use to evaluate the impacts of your programs. (You can use a specific program or activity offered by your local learning community to illustrate this process if it's helpful). Identify the person, position, or office that will conduct program evaluation.
11. What are your definitions of success in participating in CIRTL and how will you know you're having a positive impact on the professional development of graduate students, professional students, and postdoctoral scholars?
12. How will you attract your campus community - including graduate students, professional students, and postdoctoral scholars - to participate in your local and cross-Network CIRTL learning community?

Tips

The program should have the capacity for creating an overall assessment plan that your team and campus administrators can use to determine if CIRTL is successful on your campus. Applications should also include nascent plans for evaluating the local CIRTL activities; this need not require a professional evaluator and resources to assist in developing these plans are available to new CIRTL members.

Applications should describe plans for reaching out to future faculty participants including marketing, social media, and other outreach strategies.

Strong applications will describe a plan that will engage a broad spectrum of future faculty in CIRTL activities, and lead to increasing numbers of future faculty participants over the first four years who achieve CIRTL outcomes for the Associate and Practitioner levels.

Plans for a Local CIRTl Learning Community

13. Describe your vision for how future faculty, current faculty, and staff will interact and be connected to form a local CIRTl learning community?
14. Please describe examples of how your existing programming connects with each of the CIRTl Core Ideas (Learning-through-Diversity, Teaching-as-Research, and Learning Communities).
15. Propose what you picture as potential Associate, Practitioner and Scholar level programs (see [Learning Outcomes](#)).

Tips

A strong application will have an identified, even if nascent, local learning community team.

Applications should articulate a clear and plausible plan for developing new, or advancing current, learning communities and associated programming that pursue the CIRTl goals and incorporate the CIRTl core ideas. The learning community should be multidisciplinary and have a design that will connect individual program participants to form a learning community.

Where appropriate, the application should include a discussion of how new programs will be developed based on the CIRTl core ideas and/or how CIRTl's core ideas will be used to strengthen current programs and learning communities.

The application should include initial ideas on how students may attain the Associate, Practitioner, and perhaps Scholar levels (see [Learning Outcomes](#)).

Plans for Contributions to the Cross-Network Learning Community

16. What is a strength or area of expertise of your institution that you'd like to bring to the Network as a workshop, course, or program? How does this area connect to the CIRTl Core Ideas and Learning Outcomes?

Tips

Strong applications should describe the programming or expertise that will be offered by the institution to future faculty through the Network. Typically, one such contribution would be made by the end of the second year of membership.

17. (Dependent on Institution) Currently, the majority of CIRTl institutions are located in North America. How do you picture your institution engaging given potential logistical and cultural differences (e.g., time zones and interest in synchronous vs. asynchronous programs, language differences, etc.)?