

**Reference Number:** S16-243

**Senate Approval Date:** Tuesday, February 23, 2016

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**Archival Information:**

**Abstract:**

The mission of The Center for Teaching and Faculty Development (CTFD) is simple: support and serve the faculty of San Francisco State University in their roles as teachers and scholars of teaching and learning. This policy defines the charge and membership of the CTFD Advisory Board.

**Keywords:** CENTER FOR TEACHING AND FACULTY DEVELOPMENT, COMMITTEE CHARGE, COMMITTEE MEMBERSHIP, SENATE SUBCOMMITTEE

**Author/Source:**

The language was produced by the CTFD Advisory Board, with revisions from the Faculty Affairs Committee (FAC). The policy was moved on the floor of the Senate by FAC.

**Responsible Unit:**

The CTFD, The CTFD Advisory Board, Faculty Affairs.

**History:**

**S16-243: Version 2, Approved 2/23/2016**

Revisions:

- A new introduction was added (section A)
- The Committee's charge was expanded to be more specific (section B)
- The Committee's membership was revised to reflect the current University structure and needs of the Committee (section C)

**S07-243: Version 1, Approved 4/17/2007, Superceded 2/23/2016**

(Original)

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**A. Original Mission of the Center for Teaching and Faculty Development:**

The mission of The Center for Teaching and Faculty Development (CTFD) is simple: support and serve the faculty of San Francisco State University in their roles as teachers and scholars of teaching and learning. Through a broad range of diverse programs, personalized support services, and the continued development of new opportunities for growth, the Center is dedicated to promoting best practices in pedagogy and serving the needs of SF State's outstanding teachers.

The Center provides services to faculty to support classroom pedagogy and collaborates with other departments and units across campus to offer workshops, demonstrations, and forums related to supporting faculty in their teaching. In addition, the mission of the Center—supporting all faculty at all stages of their careers in their roles as teachers and scholars of teaching and learning—recognizes the wide diversity of opportunities, challenges and responsibilities those general areas imply.

**B. The Charge:**

The CTFD Advisory Board shall:

1. Provide advice and recommendations regarding the ongoing activities of the CTFD, including:
  - a. The development and facilitation of the New Faculty Orientation
  - b. Collaboration with fellow developers to advance CSU initiatives
  - c. Annual workshops, brown-bags, faculty learning communities (FLC), and seminars
  - d. The creation and posting of “mini-tutorials” and pedagogical resources on the CTFD website
  - e. Pursuing its own grants for faculty development
  - f. Providing individualized consultations to faculty on matters concerning course design, instructional strategies, informal observations, assessment, and class management
2. Act as a liaison to the CTFD’s various constituencies, including the Colleges, Academic Senate, and Student Affairs
3. Provide an annual report to the Academic Senate.

**C. Membership on the Center for Teaching and Faculty Development Advisory Board:**

*(\* designates non-voting member)*

1. One faculty representative elected by and from each of the colleges
2. One faculty representative elected by and from the University Library
3. One representative selected by the Academic Senate
4. One representative selected by the Vice President for Student Affairs
5. One representative selected by the Professional Development Committee
6. Director of Academic Technology (*ex-officio*)
7. \* Dean of Faculty Affairs (*ex-officio*)
8. \* CTFD Consultant (*ex-officio*)

With the exception of ex-officio members, all members to the CTFD Advisory Board serve staggered three-year terms.

**Signed Memo:**

S16-243 Signed Memo

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