



Communities of Practice Proposal Guidelines

Purpose

Communities of Practice (CoP) sponsored by the Center for Faculty Development assist all faculty at UHCL with the opportunity to exchange and pursue knowledge on a specific faculty development topic, including but not limited to topics in teaching and learning, scholarship, career advancement, leadership, and/or work-life balance. Staff members can propose to lead a community of practice, as long as the topic is faculty-development focused.

Criteria

- The Community of Practice must assist with faculty development.
- Be open to all full-time and part-time faculty.
- Have a scheduled set of meetings.
- Have least 6 faculty, including the coordinator, sign up for the community *in the initial sign-up period*.

Priority will be given to proposals that:

- Impact faculty and student success at UHCL.
- Propose a topic that will appeal to a breadth of colleges and departments.
- Help maximize a variety of topics/cohorts across all communities for the academic year.

Submission Guidelines:

Submit your proposal [here](#) by the deadline.

Proposals include:

- Community of Practice Leader's Name, Title, and Department/College, and email address.
- Proposed Title of Community of Practice
- A clear, well-written, 2-3 sentence description that will be used to promote the CoP during the sign-up period.
- A short paragraph that demonstrates the impact of the community on faculty development.
- Meeting dates and times (Note: Based on our experience it is important to have a set of scheduled times and dates before sign-ups begin.) Meetings typically begin in October.
- Materials you will need for your group (pending budget).
- Maximum number of faculty (Note: 12 is a recommended maximum).

Selection Process:

- In September, the CFD Newsletter will announce open enrollment for all CoP's. Prospective CoP leaders are encouraged to market their communities to increase faculty interest.
- Using the criteria above, the CFD will select sponsored communities after the initial sign-up period has ended.

CFD Supported Faculty Communities of Practice:

If a Community of Practice is selected to be supported by the CFD, we can:

- assist in arranging meeting locations.
- make copies of materials for meetings (pending budget).
- provide limited funding for materials (pending budget).
- provide consultation in case problems arise within the community.

Coordinator Duties

CoP Leaders may receive a small stipend depending on final center budget (with funds split for co-leaders).

The coordinator(s) of the Community of Practice is/are responsible for the following:

- propose the community, including meeting times.
- attend Community of Practice orientation meeting in early fall.
- coordinate the activities of the Community of Practice.
- take attendance at the meetings.
- monthly check-ins which include attendance and a brief summary update.
- write a brief report at the end of the academic year.

If you have any questions, please contact facultydevelopment@uhcl.edu.