

UBC Instructor Network Terms of Reference

Vision

The *Instructor Network* is a community of Instructors, Senior Instructors, and Professors of Teaching at the University of British Columbia Vancouver Campus committed to the

1. Celebration of educational leadership, innovation and excellence in teaching and learning.
2. Sharing of information, resources, expertise, and ideas within the university community and beyond.
3. Support and promotion of the Educational Leadership stream.

Activities in Pursuit of Vision

The *Instructor Network Leadership Team* is a community of Instructors, Senior Instructors, and Professors of Teaching at UBC committed to the

1. Promote the exchange of teaching and learning practices across the university and beyond.
2. Facilitate mentorship among colleagues.
3. Host events that showcase teaching and learning, and foster professional development and engagement with the Scholarship of Teaching and Learning.

Structure of the Instructor Network Leadership Team (INLeT)

All Leadership Team members are expected to attend and support events as much as possible, as well as perform the duties outlined for their role below.

- **Chair**
 - Plan and facilitate meetings
 - Tracks and follows up with appropriate person on action items
 - Work with the membership to create overall annual plan
 - Serves as primary point of contact for the Instructor Network
 - Explores opportunities for funding the Network activities (e.g., events support)
 - Act as point of contact for consultation from Faculty Association and Faculty Relations
 - With the Deputy Chair, communicate with both the Faculty Association and Faculty Relations priorities that reflect the Network Membership views
- **Deputy Chair, Faculty Association and Faculty Relations Liaison**
 - With the Chair, communicate with both the Faculty Association and Faculty Relations priorities that reflect the Network Membership views
 - Work with the Mentorship Coordinator to strive to communicate university and faculty promotion and tenure policies consistently
 - Support the Chair with fulfilling duties as necessary

- **Mentorship Coordinator**
 - Chairs a subcommittee with range of ranks and Faculties, drawn from Members at Large and broader membership
 - Primary point of contact for teaching and learning and professional development mentorship inquiries
 - Strive to ensure that mentorship requests are fulfilled
 - Work with other team members to strive to communicate accurate information about faculty promotion and tenure policies
 - Spearhead innovation in mentorship models

- **Educational Leadership Events Coordinator**
 - Chairs a subcommittee drawn from Members at Large and broader membership, ideally representing a range of ranks and Faculties
 - Initiate and coordinate events that showcase teaching and learning, and foster professional development and engagement with the Scholarship of Teaching and Learning

- **Communications and Membership Coordinator**
 - Maintain and develop Instructor Network website
 - Explore other avenues of social media presence
 - Advertise events broadly
 - Maintain the instructornetwork@ubc.ca email account
 - Work with Educational Leadership Events Coordinator to initiate events that build community among the Membership
 - Maintain current email list of Educational Leadership Stream faculty

- **Internal and External Professional Development Liaison**
 - Establish a working partnership on professional development initiatives in teaching and learning
 - Communicate with CTLT and other organizations (e.g., Arts ISIT, Skylight) about Instructor Network events, and the priorities and experience of the Membership
 - Promote engagement with professional teaching and learning organizations and conferences
 - Find and communicate granting and other partnership opportunities
 - Liaise with other educational institutions on teaching and learning

- **Representative(s) from UBC Okanagan Campus**
 - Maintain communication with Educational Leadership stream colleagues at UBC Okanagan Campus
 - Develop working relationships to enhance teaching and learning across both campuses
 - Extend and develop methods to facilitate opportunities for colleagues to participate in events across both campuses

PROCEDURE, PROCESS, NOTES

- Members of the Instructor Network and the Instructor Network Leadership Team (INLeT) are faculty members in the Educational Leadership stream at the University of British Columbia.
- INLeT uses the email address instructornetwork@ubc.ca to communicate with members.
- Typically, professional development events are open to all faculty and staff, and on a case by case basis some events will be open for others (e.g., graduate students, undergraduate students).
- The Instructor Network may facilitate communication between faculty in the Educational Leadership stream and groups such as Faculty Relations and the Faculty Association, but are not be considered formal Representatives of the Educational Leadership faculty group.
- The INLeT will hold three meetings per year are set in advance, and others as needed. INLeT Meetings are open to the Leadership Team and invited guests. The Annual Review Meeting is open to all Instructor Network Membership and invited guests.
 - May (Annual Review Meeting), August (for Term 1), December (for Term 2)
 - 1 meeting a year (May) will include reviewing the vision, activities, and goal setting for the following year.
- INLeT Membership (for membership on the leadership team)
 - Ex-officio status for members who are willing and able to continue in an advisory capacity during role transitions
 - Call for nominations will request a CV and statement of interest. Encourage both self-nominations and colleague nominations.
 - *Options under consideration as of Summer 2016:* (a) a vote to the membership (if so, Communications and Membership Coordinator would officiate voting and elections), or (b) consensus from existing INLeT
 - Expectation is a two year term with one immediately subsequent renewal possible. (First iteration: Staggered renewals so everyone isn't replaced every two years.)
 - Goals for Representation on INLeT: to include someone from each of the three ranks on INLeT, and to be broadly representative of Faculties.

CONSULTATIONS IN PREPARATION OF THIS DOCUMENT

- September 2014: Members of the Instructor Network, via a survey and in person at the (Re)Visioning Session, facilitated by Jessica Earle-Meadows
- July 2015: Sally Hermansen, Joanne Fox, and Catherine Rawn met with Representatives of the Faculty Association (President Mark MacLean, Executive Director Deena Rubuliak) and Faculty Relations (Senior Manager Mark Trowell, Director Allison Mateschkie)
- August 2015: Christina Hendricks and Allen Sens met with Simon Bates (PoT, Director of CTLT, etc.)