



CALL FOR PROPOSALS TO HOST

2017 POD Institute for New Faculty Developers (INFD)

The Professional and Organizational Development Network in Higher Education (POD) announces the call for proposals to host the **2017 POD Institute for New Faculty Developers**. The POD Network sponsors the Institute to mentor new practitioners and facilitate excellence in practice among its members.

The Institute is a signature program for the POD Network and should reflect the mission and values of the organization including collegiality, inclusion, respect, evidence-based practice, and distributed leadership. The experienced POD Network members chosen to serve as Institute faculty are expected to model these values.

Purpose The purpose of the INFD is to provide foundational preparation for individuals new to the practice of faculty development. Typically, the INFD curriculum includes an introduction to basic practices and competencies of faculty developers. The Institute also provides occasions to develop networks of colleagues.

Format The INFD is usually a 5-day summer event with Day 1 devoted to faculty orientation and Days 2-5 focused on participant programming. Recent Institutes have had 80-120 attendees and 15-20 INFD faculty and staff.

Faculty and Support Staff Institute faculty are experienced POD Network members who volunteer their time; they do not receive an honorarium, but their hotel and travel expenses are paid out of the Institute budget. Staff from the sponsoring institution provide event coordination, scheduling, and marketing support. Additional staff may be hired as supported by the budget.

Audience The primary audience is persons in the early years of educational development roles. Recent Institutes have included domestic and international participants, colleagues from a wide variety of institutions, and people in various roles (e.g., faculty and graduate student developers, faculty development committee members, instructional designers). New center directors are welcome if they are new to faculty development (it is not, however, the goal of INFD to prepare new directors to take on management roles).

Accessibility A successful institute will provide open and equitable access for people to register and participate.

Reunion Session at POD Conference The Institute chair agrees to organize a reunion breakfast at the POD Network Annual Conference that same year to follow up with and continue building community among Institute participants and faculty. The cost of the breakfast is part of the conference registration fee and is not part of the Institute budget.

INFD Final Report The host organization will submit a final report to the POD Network executive director and chair of the Professional Development Committee within 90 days of the Institute. The report should include the following sections:

- Executive summary
- Goals of the Institute
- Program and links to electronic resources

- List of attendees (spreadsheet with name, email, title/role, year joined POD if member, institution, institution type)
- List of faculty and staff
- Itemized final accounting of revenues and expenses with analysis
- Program evaluation and learning assessment tools and results with analysis – include input from participants, faculty and staff
- Suggestions for the PDC and for future Institute hosts to consider in their planning

Proposal Deadlines

The INFD proposal process has two steps:

1. **Pre-proposal consultations** are strongly encouraged. These should be scheduled by **March 1, 2016**. Please email Martin Springborg (Chair, POD Professional Development Committee) at martin.springborg@gmail.com to schedule a pre-proposal consultation. We seek to increase the number of proposals, and provide an opportunity to potential submitters to explore possibilities, ask questions, clarify host expectations, and seek potential collaborators and faculty.
2. **Proposal submissions** are due **April 4, 2016** as an email attachment in PDF format (continuously paginated) to POD Network Executive Director Hoag Holmgren at podoffice@podnetwork.org.

Proposal Requirements

1. **Institute Chair(s) & Host Institution(s)** Name, title, center name, institution, email, phone, address, fax, # years of POD membership, past involvement in POD
2. Indicate **Lead Contact** (only if there are multiple chairs)
3. **Summary of Experience** (multi-day event planning and indication of institution's ability to accommodate online registrations and payments)
4. **INFD location** (city, state, proposed facilities) Description of proposed site for Institute including workshop space, lodging, catering, and accessibility considerations.
5. **Curriculum & Program** State the Institute program goals and learning outcomes, describe the methods (e.g., session types, resources), and list specific topics/skills to be addressed. See sample materials from recent INFDS
6. **Budget** The INFD is expected to pay for itself. An advance of up to \$6,000 may be requested from POD, but must be repaid out of INFD revenue within 60 days of the Institute. Any profit is split between the sponsoring institution (75%) and POD (25%). The budget should itemize projected revenues and expenses (see sample materials). The Institute host will have free access to POD's Guidebook subscription. Please plan for potential accommodation expenses.
7. **Marketing** POD expects the host institution to market the INFD. This includes developing a logo for the Institute and distributing professional-looking materials to POD members as well as potential participants from outside POD. For POD members, a flier is distributed at the POD conference, and the POD website and social media are used.
8. **Assessment Plan** The INFD should have clearly stated methods for assessing the goals and outcomes outlined in the proposed curriculum by gathering input from participants, faculty, and staff. The proposal should model effective program evaluation and learning outcomes assessment strategies.
9. **Timeline** (optional) A timeline is included in the Sample Materials. If your potential timeline would vary significantly from this, please explain. Otherwise, you do not need to include a timeline in the proposal.

SAMPLE MATERIALS

These materials are adapted from the 2013 and 2015 Institutes.

They are intended to provide suggestions as you prepare a submission. We realize that each context varies. The full reports are available upon request from the PDC chair.

Program goals and learning outcomes

2015 INFD Participants in the Institute for New Faculty Developers will...

- Gain an in-depth understanding of the profession of educational development
- Build confidence in their ability to facilitate faculty development in their own institutional context
- Develop networks of people and resources to support their future work and personal development
- Strengthen their ability to effectively integrate theory, research, and practice
- Advance their own sense of professional identity and areas of interest/expertise
- Create a toolkit of best practices to meet the challenges and opportunities to come

2013 INFD Our general goals for the Institute are to:

- Give participants access to relevant bodies of literature
- Help participants develop basic skills (about conducting instructional consultations, SGIDS etc)
- Develop a sense of cohort among new developers
- Plug newcomers into the field by intense networking with established practitioners
- Provide resources and tools to develop, run, and evaluate programs
- Establish a research orientation to faculty and organizational development
- Raise awareness about institutional dynamics and the importance of strategic thinking and planning in positioning the center for long-term viability on campus

To these ends, we have established a series of learning objectives for participants. By the end of the Institute, we want participants to be able to:

- Discuss the broad strokes of several theories (learning, theory, assessment, organizational development, etc)
- Articulate the importance of taking a research-oriented approach to faculty development
- Conduct consultations, classroom observations, SGIDS, etc
- Gain confidence in their ability to do so
- List several people (participants and faculty) who would be good resources for specific issues
- Set and achieve individual goals for themselves
- Develop a personal action plan for the first year, including initiatives and opportunities for further development

Session types – 2015 INFD

What Can I Expect at the Institute?

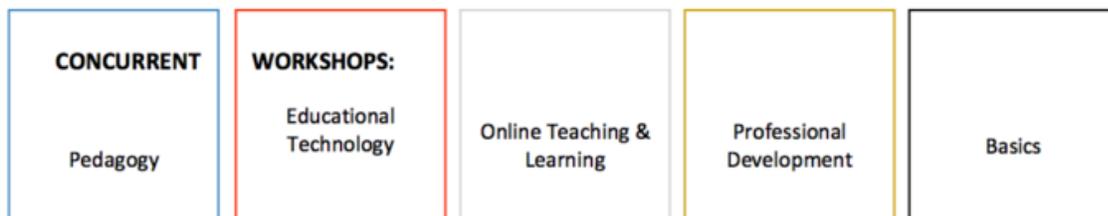
You may be wondering—what can I expect the Institute for New Faculty Developers (INFD) to be like?

Well, the short answer is that it will be highly engaging, helpful, reflective, integrative, and a pivotal part of your career in the field of educational development.

In the longer run, the 2015 INFD consists of the following major components:



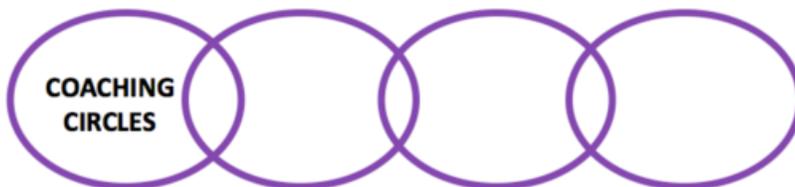
These will be highly interactive sessions in which participants engage with concepts, perspectives, and best practices in the field, often by being broken out into smaller groups. In addition to their other outcomes, whole group session facilitators will work to build a larger sense of community and engagement with the broader field.



The concurrent workshops will be organized into 5 tracks: pedagogy, educational technology, online teaching & learning, professional development, and basics. Participants may choose to follow a single track or sample topics from a variety of tracks. Workshops will be evidence-based, interactive sessions that model best practices in workshop design and delivery.



New to INFD, these are modeled after the format of master classes often used in the arts. In this case, an expert educational developer will model or demonstrate a technique or practice, and then give advice and feedback to the class participants as they work to master the technique. We selected the approach because it is designed to provide beginners with hands-on experience in the field in an environment of formative and sustained feedback.



Often when we attend an institute, we learn a lot and meet resourceful people but don't have time to absorb the learning and make connections. These circles give participants time to think alone and think together in order to process and reflect on what we can apply to our own contexts. Participants will use collaborative and reflective communication models as groups to debrief and explore institute topics. Coaching circle models will be shared in the resource book.

2013 INFD Sample Session Topics

- Welcome and introduction to the field
- Educational development programs
- Introduction to learning theory
- Introduction to Motivation Theory
- Addressing the Needs of Different Faculty Audiences
- Intentional Technology Decisions: Choosing Tools Wisely
- Supporting SoTL
- Faculty Development at Small Colleges
- Graduate Student Professional Development Program
- Using Small Group Instructional Diagnosis (SGIDs)
- Consultation Basics
- Programming for Incoming Faculty: Orientation and Beyond
- Faculty Learning Communities
- Supporting Faculty through the Promotion and Tenure Process with the Academic Portfolio and more
- Supporting Appropriate Interpretation and Use of Student Ratings of Teaching at All Levels
- Supporting Fixed-Term Faculty
- Effective Teaching Strategies: A Workshop Toolkit
- Planning and Facilitating Memorable Workshops
- Working Strategically with Your Institution
- Intro to Generational Theory and Millennial Students
- Multi-day Institutes
- Diversity in Faculty Development
- Introduction to Student Development Theory
- Publishing in the Field
- Assessing Faculty Development Programs and Centers
- Leadership Development for Department Chairs
- Conducting Classroom Observations
- Alternative Delivery Formats for Faculty Development Sessions
- Introduction to Assessment
- Developing Your Own Philosophy and Identity in Faculty Development
- Panel: Insights from New Developers
- Developing an Individualized Professional Development Plan

Sample Timeline

Months prior to INFD	Task
12 plus	Reserve space (meeting rooms, banquet halls, reception space, etc.)
	Negotiate with hotel to reserve a block of rooms at conference rate
	Make shuttle arrangements (if INFD not held in hotel where participants stay)
10-12	Identify potential INFD faculty (e.g., include POD president, consider current and recent Core members, seek excellent facilitators from recent POD conferences)
	Create curricular plan and draft of schedule (invite input from some potential INFD faculty)
	Develop marketing materials
	Plan/reserve excursions and transportation
	Finalize INFD faculty –align faculty expertise with program segments and secure commitment. Conduct regular, ongoing communication with faculty. Guide them to make travel arrangements.
	Plan catering and social events
10- ongoing	Conduct marketing and publicity
	Register participants
8	Plan technology support
	Confirm final program schedule
1	Give publicity materials to media
	Deadline for faculty material to be submitted for e-book
	Deadline for registration
Months after INFD	Task
1	Post event publicity for media. Distribute to POD executive director, INFD participants and faculty
	Conduct assessment by faculty, staff and participants (in addition to that which might be embedded in the Institute)
1-2	Reimburse faculty for expenses, finalize budget, return \$6000 advance to POD
2	Analyze program evaluation, learning assessment findings and budget. Write up.
	Arrange reunion breakfast with POD conference organizers to get it in the program; announce to Institute participants and faculty
3	Submit complete report to POD executive director and Professional Development Committee chair

Suggested Projected Budget Categories

Please include a brief description of how you calculated the projection for each category

Revenue	
*Registration fees	\$ x # registrants
Expenses	
Meeting rooms	Registration, concurrent sessions, whole group sessions, various other groupings, meals, receptions
Multimedia/Technology	For meeting rooms
Group Meals & Receptions	1, 2, or 3 meals per day x # participants (attendees + faculty + staff)
Additional Staff	# staff x \$ per hour x # total hours
Program materials	Printing (keep to minimum through use of online tools), program, name tags, etc.
Faculty travel	flights, mileage, ground transportation
Faculty accommodations	conference rate x # of nights
Faculty meals	meals during travel and those not provided by Institute
Marketing	logo design, web design and development, materials to distribute at POD conference, possible purchase of targeted mailing lists outside POD
Accessibility & accommodations	e.g., American sign language interpreter
Other	
Profit	Projected revenue – expenses (25% to POD; 75% to host institution)
Break-even point	X number of attendees (recommend projecting break-even budget for 75-80 participants)

*New for the 2017 INFD, there will be POD Network member and nonmember rates. The nonmember rate will be higher than the membership rate as an incentive for Institute participants to join the POD Network. The current POD Network membership rate is \$115 individual and \$95 institutional (per individual if there are 3 or more from the same institution). The nonmember INFD registration fee will be \$150 higher than the member registration rate. The details are to be arranged with the Executive Director.