



**Communities of Practice
Fall 2024-Spring 2025
Call for Proposals**

Early Submission deadline: May 17th
Final Submission deadline: August 30th

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:

For early consideration, submit your proposal by May 17th, 2024 [here](#).

** The final deadline to propose a Community of Practice for 2024-2025 will be August 30th, 2024.*

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 or would like to brainstorm ideas for a CoP, please contact Dr. Marci R. McMahon at facultydevelopment@uhcl.edu.