

PLEASE MAKE A COPY FOR YOURSELF

Lecturer Teaching Fellows – UC Berkeley
building resources for teaching and learning

Request for Proposals
2024-2025

The Lecturer Teaching Fellows Program at Berkeley provides lecturers with an exceptional opportunity to foster a community of practice while working individually, or in teams, to build teaching and learning tools, templates, and resources for both their individual courses that could also be informative to the broader campus community. The program supports Fellows in generating dynamic resources for enriching and/or innovating teaching practices on campus. The tools and resources generated will be highlighted prominently on the Center for Teaching and Learning (CTL) website (teaching.berkeley.edu) and disseminated to faculty across campus. Lecturers make outstanding contributions to the high quality of teaching on campus, and this program showcases best practices from this community.

The program is open to new AND previous Lecturer Teaching Fellows.

Ten Lecturer Teaching Fellows will be selected to participate in workshops seven times (once a month) during the course of the academic year. Applicants may apply as part of a team to develop a project (tools, templates, and/or resources). Teams of two or more will be selected, or assembled, from the participants based on the area of interest to lead the workshops/discussions. The program is open to continuing appointees and to “pre-six” lecturers whose expectation is to be long-term/continuing appointees.

The agenda for the year is based on topics the participants wish to cover, and participants themselves will lead most of the sessions. There may be occasional presentations by other Berkeley faculty and staff with expertise in areas of interest to the group. Fellows will also be completing occasional homework or reading related to the sessions.

All participants must be scheduled to teach a minimum of one course (preferably more) during the year of their fellowship.

Lecturers selected to participate in the program will receive course improvement grants of \$1,500 each to be applied to their home department account. Fellows are responsible for providing the budgetary chartstring information in a timely fashion. Funds will be transferred in January 2025, midway through the program.

Examples of project areas that can be funded include, but are not limited to, the following:

- Ways of assessing and documenting evidence of teaching effectiveness;
- Integrating technology into teaching (face-to-face, hybrid, online);
- Conducting authentic formative/summative assessment of student learning;
- Rubric design and implementation for specific types of student work, or within particular disciplines;
- Designing, implementing and grading group work;
- Resources for teaching international students;
- Tools that support academic integrity in the classroom (i.e., training tools, assignment design, assessments).

To explore previous LTF projects, we recommend visiting the CTL website:

<https://teaching.berkeley.edu/programs/lecturer-teaching-fellows>

Schedule for the 2024-2025 Program:

- September 25, LTF kick-off meeting
- October 16
- November 20
- January 22
- February 12
- March 19
- April 16

All meetings are on **Wednesdays from 12pm to 2pm** and lunch will be provided.

HOW TO APPLY

Applicants should first double-check their own schedules for both Fall and Spring semesters against the Program Schedule. We recommend having a conversation with your department chair early about Spring scheduling, and we can provide a letter of support on your behalf as needed. Participants will be expected to attend all meetings, barring unforeseen circumstances. Arriving late or leaving early consistently for another commitment is very detrimental to the community building process.

To apply for the Lecturer Teaching Fellows Program, please download this application, complete each section, and submit as an attachment via email to teaching@berkeley.edu with the subject heading “LTF Application [Last Name].” Applicants are welcome to request a consultation with a CTL staff member to discuss their project vision prior to submitting their proposals. To request a consultation, email teaching@berkeley.edu.

I. APPLICANT INFORMATION

Name:		
Email address:		
Telephone number:		
Campus mailing address:		
Home department:		
Number of semesters as a lecturer on campus:		
Name of department budget officer/MSO: Email:		
Courses regularly taught:		
Teaching responsibilities for 2024-2025:		
Fall 2024		
<i>Course</i>	<i>Days</i>	<i>Times</i>
Spring 2025		
<i>Course</i>	<i>Days</i>	<i>Times</i>
Continuing appointee lecturer at UC Berkeley (circle one): Yes or No		
For any catered lunch events, do you have any dietary restrictions or preferences?		

II. PROPOSAL

SECTION I - Title (*no more than 12 words*)

- Project Title: should capture purpose and focus of the proposed project

SECTION II - Purpose (*no more than 250 words*)

- Propose a single area of pedagogical inquiry and possible tools/resources you would like to create.
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SECTION III - Rationale (*no more than 500 words*)

- What experience do you have in this pedagogical area? What tools/resources have you typically drawn from?
- Identify any needs and gaps in the resources on campus that you are aware of.
- Justify the need for your desired inquiry and importance of the project.

SECTION IV - Application (*no more than 250 words*)

- What skills/practices would you like to improve in your own teaching, and/or in student learning, to better address the proposed topic and goal? (i.e. flipping the classroom, integrating social media, formative feedback, experiential learning, discussion facilitation, assignment design, etc.)

SECTION V - Co-Applicants

- If you are applying as part of a team, please identify co-applicants.

Deadline: 5pm, Monday, September 9, 2024

Notification of Selection: Applicants will be notified by Monday, September 16, 2024

For more information, please contact teaching@berkeley.edu, with “Lecturer Teaching Fellows” in the heading.

The Lecturer Teaching Fellows Program is co-sponsored by the Vice Provost for Undergraduate Education and the Center for Teaching and Learning.