



**UMass**

**Dartmouth**

Center for Teaching Excellence

**NOMINATIONS TO THE ADVISORY BOARD OF CTE**

**Fall 2008**

Nominations or self-nominations are invited to serve on the Advisory Board of the Center for Teaching Excellence. In accordance with the by-laws of the Center for Teaching Excellence, the selection process to the Advisory Board entails the following: 1) Prospective members are nominated or self-nominated; and 2) board members are selected by vote of the existing Board at the end of each academic year. Board members serve for 3 year terms. The Board has a maximum of 20 members and consists of:

One to 2 faculty members from each academic council

One representative for the PTVLs

One representative from administration

One staff member;

Up to 3 additional individuals committed to teaching development at UMD.

Eight vacancies exist from Fall 07 through Spring 2010. Please nominate or self-nominate below:

CVPA (1) \_\_\_\_\_ Dept. \_\_\_\_\_

Science (1) \_\_\_\_\_ Dept. \_\_\_\_\_

Social Sciences (2) \_\_\_\_\_ Dept. \_\_\_\_\_

\_\_\_\_\_ Dept. \_\_\_\_\_

Engineering (1) \_\_\_\_\_ Dept. \_\_\_\_\_

## **RESPONSIBILITIES OF CTE ADVISORY BOARD MEMBERS**

- Attend CTE Board meetings (not missing more than 2 consecutive meetings);
- Review Director's report on Center programming and make recommendations for program planning;
- Review budget allocations and make recommendations for expenditures and encumbrances from the budget;
- Approve or reject nominations of individuals for appointment to the Advisory Board;
- Approve or reject Director's recommendations for creating or discontinuing working Committees of the Center for Teaching Excellence;
- Approve or reject Director's nominations of individuals for appointment or removal as Chairs of the Committees;
- Actively participate in one of the Center's working committees. These working committees are crucial to the functioning of the Center;
- Review, recommend, and approve any policies governing the Center's operations as specified in the Mission Statement and the By-laws;
- Approve or amend the Director's proposed annual report, financial statement, and proposed budget before it is submitted to the Provost.

**PLEASE RETURN COMPLETED FORM BY MAY 21, 2008 TO:**

**Susanne Scott  
Center for Teaching Excellence  
Group I, Room 369  
508-999-8735**

The form should be accompanied by a current vita, and a letter of nomination or self-nomination that includes your reasons for wanting to serve, and a short summary of your teaching philosophy.