This binder provides resources and outlines the responsibilities of the FACET Liaison – on some campuses these responsibilities may be split between two individuals but that pair should function as a unit to meet all requirements. Updates are made frequently to forms and policies so please defer to the most recent copy on the FACET website. If you are ever in doubt or have questions, please don’t hesitate to contact the FACET office.

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Mission Statement
FACET is a community of faculty dedicated to, and recognized for, excellence in teaching and learning. FACET advocates pedagogical innovation, inspires growth and reflection, cultivates the Scholarship of Teaching and Learning, and fosters personal renewal in the commitment to student learning.

Vision and Goals
FACET’s dynamic, statewide community of distinguished Indiana University faculty is vital to the university’s educational mission. Our goals of recognizing and promoting excellence in teaching across campuses, schools, and disciplines shape our programs in faculty development, pedagogical exploration, and university service.

History
Since its founding in 1989, FACET has served as a model for faculty development, helping shape teaching and learning at Indiana University and beyond.

The concept for FACET was set into motion by then Vice Chancellor for Academic Affairs and Dean of the Faculties at IU Bloomington Anya Peterson Royce and Associate Academic Advisor to the President Eileen Bender, a faculty member at IU South Bend. Dr. Bender was FACET’s first director.

As the result of a 1995 presidential initiative, FACET’s statewide activities expanded to include teaching colloquia, workshops, institutes, consultation, and communication—the first steps in establishing an IU network for teaching excellence. FACET liaisons were selected for each campus to coordinate teaching excellence activities and to oversee the nomination process for FACET members.

Dr. Bender served as director until her retirement in 2001. Sharon Hamilton and Robert Orr of IUPUI co-directed FACET until June 2006. David J. Malik who was, at that time, at IUPUI succeeded them.

During Dr. Malik’s term, which lasted until December 2010, FACET assumed the publication responsibilities for the Journal of the Scholarship of Teaching and Learning (JoSoTL). The journal went from publishing sporadically to producing three issues each year.

Robin K. Morgan, a professor of psychology at IU Southeast, became director of FACET in January 2011. She has continued the focus on scholarship moving JoSoTL to five issues each year and beginning a new journal, Journal of Teaching and Learning with Technology (JoTLT). Dr. Morgan has also focused on integrating FACET fully into university-wide initiatives and working with campus centers for teaching and learning.

Over the years, the contributions of FACET and its members have included involvement with two university-wide General Education Conferences, participation in teaching fellowship
programs sponsored by the Lilly Endowment, and publication of a Teaching Mission Statement for IU.

FACET has also, over the years, developed a series of programs in response to the IU Strategic Directions Charter, including a distance learning project with the School of Continuing Studies; FALCON, a nationwide Adjunct Faculty and Lecturers’ Conference; a Leadership Institute; and, with the University Graduate School, the Future Faculty Teaching Fellows program that enables doctoral students to teach for a semester or year at Butler University, IUPUI, or an IU regional campus.

In addition to the Journal of the Scholarship of Teaching and Learning, FACET publishes the Quick Hits book series that shares techniques and strategies from award-winning college teachers, and the Journal of Teaching and Learning with Technology.
FACET Campus Liaison Description

The position of FACET Liaison was created as part of FACET’s expanded role, outlined in its “Four Year Plan,” approved by the Trustees and President Brand in 1995. One liaison was selected on each campus at the invitation of Vice President Gros Louis by the FACET membership and the Office of Academic Affairs or Office of the Chancellor. Liaisons were to receive a modest annual stipend, transferred from the general FACET budget, to conduct campus teaching-related activities. The Liaison Stipend has been used as “seed money” for campus faculty development.

The liaison has a pivotal role, as the title suggests, to make FACET’s presence, programs, and resources accessible to the campuses (through faculty and administrative linkages); to support and catalyze campus-based programs; to assist in follow-through of FACET statewide projects; and to transmit campus interests back to the FACET steering committee. Since 1997, the liaison has organized, publicized, and conducted the on-campus FACET nomination process, in cooperation with Academic Affairs.

History. In its first years, the liaison role has differed across campuses, directly related to the resources available on each campus for faculty development. Thus, on the smaller IU campuses, the liaison has not only sparked but created faculty development teaching initiatives, while on other campuses, the liaison lent her/his support to existing campus efforts. Liaisons brought the FACET agenda “home” most visibly during the Strategic Directions funding initiative (1997-1999) when FACET sponsored a planning session on campus teaching centers, and several liaisons took leadership in designing and creating teaching centers on their home campuses, through SDCI funding. The current liaison roles are detailed below.

Future. As the role of Liaisons has become more complex and the number of FACET members on each campus has grown, several campuses (IUN, IUS, and IUSB) have already created co-liaison positions and/or liaison committees. The liaison role was revisited in 1998. A liaison subcommittee recommended ideas for the “next phase” of liaison activity, approved by the Steering Committee. These steps to advance the liaisons’ roles are also detailed (in “new programs”) below.

Campus Roles of Liaisons

- **Nomination/Selection Process:** The liaison’s most visible campus role is the organization of the annual campus nomination process, the first of the two-step review process. Liaisons, in consultation with the Office of Academic Affairs, set campus nomination deadlines and send out nomination announcements. They also select a campus nomination review committee, organize and hold campus workshops on the selection process, review nomination dossiers, consult with candidates to critique their dossiers, and submit dossiers recommended for campus nomination to the FACET office. In order for those candidates to continue on to the Statewide Selection Committee, the FACET office will need a letter from the Vice Chancellor for Academic Affairs approving the candidates. While they are precluded themselves from serving on the Statewide Selection Committee (unless extenuating circumstances require participation), liaisons assist in identifying the campus representative on that...
committee. Specifically, the liaison should conduct an election and notify the FACET office no later than November 15\textsuperscript{th} of the campus representative to the Statewide Selection Committee. Members of the Statewide Selection Committee should be elected to three year terms.

- **Identify participants for FACET activities:** The liaisons are the key individuals called upon to identify campus FACET members who might participate in a FACET major event (such as planning committees, FALCON, contributors to Quick Hits, etc.) It is obviously impossible for the director to know well all FACET members; liaisons know their colleagues and can bring more of them into FACET activities. With representation on the Steering committee, they also have a voice in policy-making. Campus Liaisons foster conversations and programs on teaching on their home campuses.

- **Inform FACET of Campus Resources and Issues.** Liaisons are also asked to bring campus concerns and special program resources to the attention of the statewide program office and Steering Committee; providing a flow of relevant information, such as announcements of teaching programs like the Moore symposium and visiting lecturer presentations that FACET members from other campuses would be interested in attending.

- **New Liaison Initiatives: Communication, Common Themes, Collaboration.** For several years, liaisons had not been meeting regularly as a group. During the 2013 FACET Retreat, liaisons requested an opportunity to meet with the director to discuss important issues and to discuss issues with one another. These meetings are scheduled around the two annual Steering Committee meetings to reduce travel. In the past, a recommendation has been made that a FACET office for liaisons be allocated on each campus; current resources may make this difficult on some campuses. However, such an office with a sign and with a listing in campus directories would be a useful step in highlighting the importance of FACET on each campus and providing a useful way for faculty to identify the appropriate person on each campus to contact about FACET activities.
Expectations of the FACET Campus Liaison

The role of Campus Liaison has several key components that will be delineated and explained further in the following sections.

1. Nomination and Selection
The most visible campus role for campus liaisons is the organization of the annual campus nomination process. While they are precluded themselves from serving on the Statewide Selection Committee (unless extenuating circumstances require participation), liaisons assist in identifying the campus representative on that committee. (See earlier discussion of this process)

Responsibilities:
- **Campus Nomination Deadlines**: Liaisons, in consultation with the Office of Academic Affairs, set campus nomination deadlines and send out nomination announcements.
- **Selection Workshops/Review Dossiers**: Provide potential candidates opportunities to meet with FACET members to help mentor and develop their application to FACET.
- **Campus Nomination Review Committee**: Gather volunteers from your campus FACET members to serve on your Campus Review Committee. The campus review committee is generally composed of 3-5 members.
- **Select dossiers to be forwarded the Statewide Selection Committee**: It is important to note that only those dossiers that the campus believes has an excellent chance of being admitted to FACET should be forwarded to the Statewide Selection Committee.
- **Craft letters for candidates whose dossiers are not forwarded to the Statewide Selection Committee areas of improvement.** It is important to note that this campus letter is never included in the dossiers later submitted to the Statewide Selection Committee.
- **Submit Campus Selected Dossiers to Statewide Selection**: These need to be uploaded to the IU Box website. The FACET office staff can help with the technical aspects of this process.
- **Facilitate Letters of Support from VCAAs**: In order for candidates to be forwarded on to the statewide selection committee, the FACET office requires a letter from the Vice Chancellor for Academic Affairs approving the candidates. Liaisons will need to contact their VCAA (see Resources for a listing) and request a letter(s) for your campus candidates. The VCAA can choose to submit a single letter for all candidates or individual letters for each candidate. The letter, or letters, should be sent from the VCAA’s office to the FACET office.

2. Programming and Mini Programming Grants
Each fall, FACET will be accepting proposals to assist in funding campus events. Proposals will be judged on the basis of the significance of the anticipated outcomes for improving teaching and student learning. Proposals reflecting multi-campus or multi-institution speakers will be given higher priority. No funding will be provided for events that have already occurred.
- **Proposal Deadline**: Preference given to proposals submitted by August 1st each year; funds will continue to be awarded on a rolling basis.
- **Award Amount**: Normally, grant requests will be considered up to $2000 per campus; funds not used by a particular campus can be provided to another campus. The maximum
The amount of funds disbursed in any year for all funded proposals will be $16,000. If you have an existing FACET activity account on your campus, any funds in that account must be depleted prior to submitting (being granted) a programming grant. These funds were already earmarked for FACET programs on your campus and need to be used for such.

- **Eligibility:** Mini-grants will only be available for events that are co-sponsored by the campus FACET organization.
- **Policies to be aware of:** Campus FACET groups cannot accept payments/registration fees for activities. All funds are to be collected by IU Conference Services (http://www.conferences.indiana.edu). If you need help setting this up, please contact the FACET office at facet@iu.edu or 317-274-5647. Absolutely no cash or checks should be collected at the campus level for anything.

Please see the Mini Programming page on the FACET Website (https://facet.indiana.edu/events-programs/mini-grants.shtml) for more information and the link to submit a proposal.

3. **Meetings**

- **Steering Committee Meetings (Bi-Annual)**
  - Usually held before FALCON and either before or after the Retreat. These meetings are vital for the leadership of FACET to address concerns relevant to the future of FACET. Liaisons will need to submit a report prior to the meeting, utilizing the Google Form found on the website.
- **Liaison Only Meeting (Bi-Annual)**
  - This is an opportunity to meet with the FACET Director to discuss important issues and to discuss issues with one another. These meetings will be scheduled around the two annual Steering Committee meetings to reduce travel.

4. **FACET Calendar**

Please provide the FACET office staff with important dates on your campus for inclusion on the FACET calendar hosted on the FACET website. Dates for selection, campus sponsored events, or other events appropriate, or of interest, to the FACET membership are requested. If you are interested in publicizing your event on the FACET website, please let the FACET office staff know. All events funded by a Programming Mini Grant must be on the FACET calendar.

5. **FACET Director’s Campus Visits**

Approximately every two years, the FACET Director and FACET staff will coordinate with the liaison(s) to organize a campus visit. The precise details of the visit will be finalized at the time of the visit but such visits should always include time to meet and interact with Campus Administrators, Liaisons, and campus FACET members. Liaisons are to coordinate with the FACET staff concerning the following:

- **Scheduling of a day, or depending on your needs and programming requests, two days, in either the Fall or Spring academic semester for the site visit**
- **Responsibilities of Liaison(s):**
  - Provide the FACET office an agenda with times and rooms as soon as possible
  - During the visit, ensure that the Director and FACET staff are escorted to each room
  - Advertise the open meetings with FACET members so there is reasonable attendance
• Liaison(s) Meeting: Ideally, this meeting would be the first meeting on the day of the visit. During this visit, the liaison(s) should update the FACET Director of campus FACET events, recruitment, any issues concerning the campus membership, concerns to be brought to administrators' attention, or any other information the Director might need to know.

• FACET Members Meeting: Ideally, this meeting would follow the meeting with the liaisons. The point of this meeting is to allow the FACET Director to hear the concerns of campus FACET members in relation to teaching and student learning, share what FACET Statewide is doing, or to observe a campus FACET sponsored event.

• Administrator Meeting: On many campuses, this will be a meeting with the VCAA. If possible, this meeting should occur after the meeting with FACET members and the liaison(s) so that the FACET Director and Staff are aware of any campus concerns or recommendations. The FACET Director can serve as an advocate for campus teaching and learning concerns.

• Possible Additional Meetings:
  o A scheduled meeting with the campus teaching and learning center director would be very appropriate during this visit.
  o Several campuses have included meetings with non-FACET campus groups interested in teaching and student learning.
  o Campuses have frequently requested that the FACET Director present on FACET initiatives or the FACET Nomination Process. Please inform the director and staff of any requests for programming as much in the future as possible to allow adequate preparation.
  o If time allows, it is nice to coordinate campus visits with other teaching and learning events on your campus (IUSB's SoTL Conference, IPFW monthly FACET meetings, etc) so that the FACET Director can be present and show support for your event.

6. Other Responsibilities

• Liaisons are the key individuals called upon to identify campus FACET members who might participate in a FACET major event (such as planning committees, FALCON, contributors to Quick Hits, etc.)

• The FACET office, from time to time, will request help in marketing such events as the Retreat, FALCON, Under the Scholar’s Tree, or other FACET sponsored events, and will provide materials for dissemination among the FACET membership or other campus members that might be interested in FACET programming. Liaison help is vital for such programs to reach a wider audience. Participation from the liaisons at these events is strongly encouraged, but not mandatory.

• Specifically for FALCON, liaisons may be asked to work with a designated campus representative to identify and assist in registering adjunct faculty and lecturers for this event.

• Inform FACET of campus resources and issues: Liaisons are also asked to bring campus concerns and special program resources to the attention of the statewide program office and Steering Committee; providing a flow of relevant information, such as announcements of teaching programs like the Moore symposium and visiting lecturer presentations that FACET members from other campuses would be interested in.
attending. It is equally important to bring campus concerns related to teaching to the attention of the FACET Director.

- Inform and coordinate campus based fundraising efforts with the assistance of the FACET staff. You will not be called upon to spearhead the fundraising effort but you might be asked to coordinate a call for pledges for your campus membership, a memorial gift for a retiree, or deceased member, etc. If you have ideas about fundraising initiatives for your campus, please contact the FACET statewide office to coordinate.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>For More information:</th>
</tr>
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<tbody>
<tr>
<td>July 1, 2014</td>
<td>Fall FACET/Mack Center SoTL Travel Grant Application Due</td>
<td><a href="https://facet.indiana.edu/events-programs/travel-grants.shtml">https://facet.indiana.edu/events-programs/travel-grants.shtml</a></td>
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<tr>
<td>July 1, 2014</td>
<td>Calendar Dates to FACET for 2015 Nomination and Selection</td>
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<tr>
<td>August 1, 2014</td>
<td>Programming Grants Application Due</td>
<td><a href="https://facet.indiana.edu/events-programs/mini-grants.shtml">https://facet.indiana.edu/events-programs/mini-grants.shtml</a></td>
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<tr>
<td>September 26, 2014</td>
<td>Under the Scholar’s Tree</td>
<td><a href="https://facet.indiana.edu/events-programs/scholars-tree.shtml">https://facet.indiana.edu/events-programs/scholars-tree.shtml</a></td>
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<td>October 1, 2014</td>
<td>Mack Fellowship Applications Due</td>
<td><a href="https://facet.indiana.edu/about/mack-center/become-mack-fellow/index.shtml">https://facet.indiana.edu/about/mack-center/become-mack-fellow/index.shtml</a></td>
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<td>November 7, 2014</td>
<td>Liaison and Steering Committee Meeting</td>
<td>Indianapolis Sheraton City Center Indianapolis, Indiana</td>
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<td>November 7-9, 2014</td>
<td>FALCON</td>
<td><a href="https://facet.indiana.edu/events-programs/FALCON/index.shtml">https://facet.indiana.edu/events-programs/FALCON/index.shtml</a></td>
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<tr>
<td>November 15, 2014</td>
<td>Names of Campus Statewide Selection Committee members to FACET Office</td>
<td>Statewide Selection Committee members should be elected to three year terms if possible</td>
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<tr>
<td>December 1, 2014</td>
<td>Spring FACET/Mack Center SoTL Travel Grant Application Due</td>
<td><a href="https://facet.indiana.edu/events-programs/travel-grants.shtml">https://facet.indiana.edu/events-programs/travel-grants.shtml</a></td>
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### Calendar of Important Dates

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>January 1, 2015</td>
<td>Programming Grants remaining funds eligible in a first come, first served basis</td>
<td><a href="https://facet.indiana.edu/events-programs/mini-grants.shtml">https://facet.indiana.edu/events-programs/mini-grants.shtml</a></td>
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<tr>
<td>January 9, 2015</td>
<td>FINAL Dossiers and VCAA Endorsements Due to FACET Office</td>
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<tr>
<td>February 1, 2015</td>
<td>Final Mack Fellowship Applications Due</td>
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<td>March 31, 2015</td>
<td>Mack Fellows Notified</td>
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<tr>
<td>April 1, 2015</td>
<td>Nominations for PA Mack Award Due</td>
<td><a href="https://facet.indiana.edu/events-programs/facet-retreat/pa-mack-award.shtml">https://facet.indiana.edu/events-programs/facet-retreat/pa-mack-award.shtml</a></td>
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<td>April 30, 2015</td>
<td>Fall 2015 Bender Fellowship Due</td>
<td><a href="https://facet.indiana.edu/events-programs/mini-grants.shtml">https://facet.indiana.edu/events-programs/mini-grants.shtml</a></td>
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<td>May 15, 2015</td>
<td>Liaison Meeting</td>
<td>Potawatomi Inn Angola, IN</td>
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<td>May 15, 2015</td>
<td>Steering Committee Meeting</td>
<td>Potawatomi Inn Angola, IN</td>
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<td>May 16-17, 2015</td>
<td>Retreat</td>
<td><a href="https://facet.indiana.edu/events-programs/facet-retreat/index.shtml">https://facet.indiana.edu/events-programs/facet-retreat/index.shtml</a></td>
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