

Preparing Future Faculty Certificate Requirements (updated Fall 2017)

Version: November 27, 2017

- Develop a CV, obtain feedback from a faculty mentor, and revise the CV based on feedback

- Develop an ePortfolio that, at a minimum, will include your CV, reflection on your mentored teaching experience, and reflection on your participation in the 6 professional development activities.

- Complete a semester-long mentored teaching experience
The teaching-related experience must be a mentored experience lasting a minimum of one semester during which the student works with a faculty member to focus on teaching issues and processes. You must document completion of the mentored teaching experience by posting to your ePortfolio a description of the teaching activities completed and your reflection on the experience.
The requirement may be met in ONE of the following ways:
 - Serving as a Teaching Assistant or Course Instructor (teaching a course or serving as a TA for a lecture, discussion group, or lab class).
 - Working under a teaching mentor for one semester (including activities such as developing a course syllabus, identifying course readings, developing assignments or class activities, giving guest lectures, visiting classrooms at ODU and other institutions, and reading teaching-related literature).
 - Completing a course on teaching in your discipline. The course should be related specifically to the process of teaching and not to specific content in the discipline. Pre-approval to count a course towards the PFF certificate should be obtained from the PFF Steering Committee Chair.
 - Completing the 6-week long course Foundational Strategies for Effective Online Teaching offered by ODU's Center for Learning and Teaching (see clt.odu.edu for more information),The PFF Steering Committee is aware that not all graduate students serve as GTAs involved in teaching. Students who want to complete the PFF certificate should identify a teaching mentor in their department who would be willing to work with them to complete the PFF certificate requirement. The PFF Steering Committee Chair may assist students in identifying or arranging a mentored teaching experience.

- Participate in 6 professional development activities related to preparing for an academic career
Required: Participate in at least three PFF-sponsored events. Two PFF-sponsored events are offered each semester. You may use more than three PFF events to fulfill the requirement of six professional development activities.
The remaining events may be any of the following non-PFF workshops or activities.
 - Attend the ODU Graduate Teaching Assistant Institute organized by the Graduate School (restricted to funded GTAs)
 - Complete the Certificate on College Teaching offered by the Virginia Tidewater Consortium for Higher Education (for a fee, more information here: <http://vtc.odu.edu/development/CCTP.html>)
 - Attend workshops offered by the Office of Research
 - Attend workshops offered by the Center for Learning and Teaching (CLT) or Center for Faculty Development
 - Attend teaching workshops such as the ODU Summer Institute on Teaching and Learning, The Teaching Professors Conference (www.magnapubs.com/conferences), the Lilly Conference on College Teaching (lillyconferences.com), or teaching workshops offered in your discipline. Approval to count an event towards the PFF certificate should be obtained from the Career Pathways Steering Committee Chair
 - Complete GRAD700: Professional Development, a 1-credit hour faculty development course offered by ODU's PFF program, or an equivalent course offered by an accredited doctoral institution. Approval to count a non-ODU faculty development course should be obtained from the Career Pathways Steering Committee Chair. Completion of GRAD700 will count as two non-PFF events for

the PFF Certificate.

For each professional development activity, you must document participation by posting to your ePortfolio a reflection on the experience. Your reflection must include title of the professional development activity and short description. Your reflection must also answer the following questions: (1) What three lessons/key points did you take away from this activity? (2) What one question remains unanswered? If you have no unanswered questions, what one key piece of advice would you offer a colleague? (3) How has this improved your professional and/or career readiness?

- Document completion of PFF Certificate requirements in an ePortfolio
- Send an e-mail to Dr. Wie Yusuf (jyusuf@odu.edu) indicating you have completed the PFF Certificate requirements along with a link to your ePortfolio