

**REQUEST FOR TEACHING IMPROVEMENT (TI) UNITS**

Name \_\_\_\_\_ ID# \_\_\_\_\_

Program/Department \_\_\_\_\_ Date \_\_\_\_\_

Complete one of the following and attach supporting materials.

**1. CREDIT/NON-CREDIT COURSE**

Title \_\_\_\_\_

Sponsoring Institution \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_ Credits/Contact Hours \_\_\_\_\_

Instructional Competency to be met: (please check the one that best fits):

\_\_\_\_\_ 1. Demonstrates competence in content knowledge appropriate to the faculty position.

\_\_\_\_\_ 2. Demonstrates competence in planning, research, preparing for instruction, counseling, library services.

\_\_\_\_\_ 3. Selects strategies to engage all students in learning and personal growth.

\_\_\_\_\_ 4. Incorporates a variety of methods to evaluate student learning and personal development.

\_\_\_\_\_ 5. Demonstrates competence in classroom management, student behavior, crisis management.

\_\_\_\_\_ 6. Engages in professional growth.

\_\_\_\_\_ 7. Fulfills professional responsibility to institution

**2. ACTIVITY WHICH IS NOT A CLASS** (See <http://www.dmacc.edu/hr/hrfacultytiactivities.asp> for more information)

Title \_\_\_\_\_

Organization \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_ TIs Requested \_\_\_\_\_

Instructional Competency to be met: (please check the one that best fits):

\_\_\_\_\_ 1. Demonstrates competence in content knowledge appropriate to the faculty position.

\_\_\_\_\_ 2. Demonstrates competence in planning, research, preparing for instruction, counseling, library services.

\_\_\_\_\_ 3. Selects strategies to engage all students in learning and personal growth.

\_\_\_\_\_ 4. Incorporates a variety of methods to evaluate student learning and personal development.

\_\_\_\_\_ 5. Demonstrates competence in classroom management, student behavior, crisis management.

\_\_\_\_\_ 6. Engages in professional growth.

\_\_\_\_\_ 7. Fulfills professional responsibility to institution.

**3. Rationale for how this activity/class improves competence, teaching skills and/or professionalism**

*Upon completion of requested activity submit evidence of completion to Human Resources. Examples of evidence may include grade reports, conference schedules, itineraries, e-mail confirming attendance and number of hours, etc.*

Faculty Member	Date	Provost/Dean/Director	Date
		Assoc. Executive Director, Human Resources	Date
TI Units _____	Evidence of Completion Received _____		
			Date

***If Staff Development Units (SDUs) will also be requested, Form P-40 must be completed.***

# ***REQUEST FOR TEACHING IMPROVEMENT (TI) UNITS INSTRUCTIONS***

## **A. Guidelines**

Workshops, seminars, credit, non-credit courses and other activities that are related to teaching, counseling or library skills or an individual's subject field may be used for fulfilling the requirements of the Quality Faculty Plan.

**Probationary status faculty.** Throughout the first three years of employment, all contracted faculty members must participate in at least 96 clock hours of TI events. Probationary status teaching faculty should emphasize teaching skills rather than subject field skills.

**Full status faculty.** Full status faculty participate in a minimum of 100 clock hours of related TI events every five contract years for the duration of their employment.

TI events are scheduled through the office of the Associate Executive Director, Human Resources. Senior faculty are encouraged to apply for TI teaching fellowships, allowing them to improve and/or conduct TI events in lieu of a portion of the required clock hours.

## **B. Instructional Competencies**

TI activities should address at least one of following identified instructional competencies:

1. Demonstrates competence in content knowledge appropriate to the faculty position.
2. Demonstrates competence in planning, research, preparing for instruction, counseling, library services.
3. Selects strategies to engage all students in learning and personal growth.
4. Incorporates a variety of methods to evaluate student learning and personal growth.
5. Demonstrates competence in classroom management, student behavior, crisis management.
6. Engages in professional growth.
7. Fulfills professional responsibility to institution.

## **C. Procedure**

A faculty member wishing to receive Teacher Improvement Units for an activity must complete a "Request for Teacher Improvement Units" form and submit it to their Provost/Dean/Director. Supporting material should be attached.

Requests for TI Units must be made before beginning the activity. The supervisor and Associate Executive Director, Human Resources will review the requests for TI Units. Applicants will be notified of approval or disapproval of their request and the number of TI Units to be awarded. Evidence of completion must be presented to Human Resources upon completion of the activity. Examples of evidence could be copies of itineraries, grade reports, conference agendas, or e-mails confirming attendance.

Human Resources will maintain a record of all completed TI Units.