University of San Francisco Full-time Faculty  
Support for Teaching and Learning

**ACADEMIC CAREER PROSPECTUS / LIBRARIAN CAREER PROSPECTUS**

*– Arts & Sciences, Education, Nursing, Management faculty and Librarians*

Each academic year, the Dean (or Associate Dean) meets with faculty to discuss and agree upon the Academic Career Prospectus (ACP). During this meeting, the Dean and faculty member review the faculty member’s teaching performance and plans as well as any support that the Dean may provide.

**ASSESSMENT/ASSURANCE OF LEARNING**

Each College/School/Department has developed a set of tools for faculty to systematically identify their goals, gather evidence to see how well they are doing, and identify opportunities to enhance student learning. Please contact your dean’s office for additional information.

**CENTER FOR INSTRUCTION AND TECHNOLOGY**

The Center for Instruction and Technology (CIT) is a teaching, learning, and research facility designed to provide USF faculty, staff, and students with access to the tools and training for the successful integration of technology into today's classrooms. The CIT provides training and support in current teaching and learning technologies as well as demonstrations on the latest technology solutions for higher education. The CIT also offers two awards each year to honor faculty who have demonstrated excellence and innovative strategies using technology in education.

**CENTER FOR TEACHING EXCELLENCE**

The Center for Teaching Excellence (CTE) celebrates, supports and helps develop excellent teaching across all departments and schools/colleges. The Center offers programs and activities in the following areas:

- Peer-to-peer mentoring and idea sharing, including classroom mentoring, classroom visit exchanges, summer reading club, user-generated video presentations, and online discussion forums
- Workshops and brown bags devoted to learning new skills, addressing issues and learning what pedagogical research has to teach faculty about student learning
- Instructional technology, with a focus on the pedagogical benefits of integrating technology into the classroom
- A teaching resource library of online and on-the-shelf materials

**CLASSROOM TECHNOLOGY**

Classroom Technology provides technical support and AV equipment for use in learning environments in USF's classrooms. Classroom Technology designs and installs the AV for new classrooms and computer labs, performs all onsite maintenance, and provides technical support for faculty and all member of the USF community. For classrooms that have not been upgraded, we provide delivery services such as portable computer projection carts. Classroom Technology is also working toward providing Smart Classrooms in the new distributed campus classrooms.

**DAVIES FORUM**

The Davies Forum consists of a class taught by the Davies Professor to students chosen as Davies Scholars as well as guest lectures by leaders in a particular field. There are no restrictions on the discipline covered but the theme of the class must focus on the search for values in contemporary America. Proposals have been accepted, and classes taught, in the Humanities and Arts, Social Sciences, and Sciences. The Davies Professor is granted a course release either in the semester prior to teaching the class or in the concurrent semester as the Davies Forum. There is a budget allocated to the Davies Forum that enables the professor to include high profile guest speakers and events.

**FACULTY DEVELOPMENT FUND – Arts & Sciences, Education, Nursing, Management faculty**

The Faculty Development Fund provides Teaching Effectiveness awards to assist faculty with improving their pedagogical skills and/or updating their expertise in their teaching discipline. These funds will not normally be used
for capital equipment requests (hardware or software) or to hire support staff, but can be used to fund activities such as attending workshops or conferences on teaching.

**FACULTY DEVELOPMENT LUNCHEONS and WORKSHOPS**
Throughout the academic year, the schools and college sponsor special Faculty Development Luncheons and Workshops. These events provide an opportunity for faculty to come together to learn about and discuss matters related to teaching. Attendance is voluntary, the atmosphere is collegial, and discussion is encouraged.

**JESUIT FOUNDATION GRANTS**
The Jesuit Foundation, established by a gift from the USF Jesuit Community, helps USF engage and foster its Catholic identity. Because that identity depends considerably upon the depth and presence of Ignatian spirituality within the institution, the Foundation encourages the integration of Ignatian spirituality with the programs and structures that sustain the character and life of the University. Successful proposals ordinarily will be funded up to a total of $5,000 for Ignatian Spirituality Grants, Pedagogy Grants, Research Grants and Community-in-Conversation Grants and up to a total of $3,000 for Immersion Accompaniment Grants.

**LEO T. MCCARTHY CENTER FOR PUBLIC SERVICE AND THE COMMON GOOD**

*Service-Learning Seminar*
The McCarthy Center invites USF faculty of all disciplines to participate in seven seminar sessions designed to enhance understanding of service-learning theory and practice, guide development of a service-learning course syllabus, and support equitable sustained partnerships with community organizations. The content is taught through readings, interactive activities, and discussions. Panels of experienced service-learning students and community partners share their perspectives to further enrich faculty learning. Faculty Service-Learning Seminars are generally offered each semester. Participants receive a stipend upon completion of the seminar and submission of a syllabus to their college’s curriculum committee.

*Consultations*
McCarthy Center staff are available to meet with faculty regarding their community-based learning course development, planning, implementation, and debriefing. Assistance is provided with identification of potential community collaborators, partnership dynamics, syllabus construction, and pedagogical components such as reflection and assessment.

**GLEESEON LIBRARY-GESCHKE CENTER**

*Course Reserves*
Required materials for instructional coursework may be placed on Reserve at the library.

*Library Instruction*
Faculty can schedule library instruction sessions for their classes. Librarians work with faculty to decide what they would like us to cover in these sessions. The classes are usually taught in the library’s electronic classroom. These are "hands-on" sessions, to encourage the students to learn about and feel comfortable with the library’s resources. Generally, students are introduced to research strategies, and learn how to use the library’s resources and evaluate their results.

*Library Liaison*
The Library Liaison program pairs librarians with specific academic programs to better support faculty teaching and research, and to enhance the library’s instruction and collection development programs.

**MENTORS**
The College’s Faculty Mentor Program is also designed to help new faculty with issues related to teaching. For example, faculty mentors may observe a new faculty member’s teaching in order to provide advice and support in this area.

**NEW FACULTY LUNCHEONS**
Throughout the academic year, the Provost sponsors New Faculty Luncheons on a variety of topics. Past luncheons have focused on Diversity, Counseling and Psychological Services, Student Development, etc. Attendance is voluntary, the atmosphere is collegial, and discussion is encouraged.

**TEACHING ASSISTANTS**

Department Chairs work with faculty to determine the need for teaching assistants (TAs). TAs may work a maximum of 20 hrs/week at the University—this includes all jobs at USF. TAs may grade certain types of exams such as multiple-choice questions, enter grades, give feedback to students, and hold tutoring sessions.