Center for Teaching and Learning – Teaching Development Program (TDP) Consultant

The Center for Teaching and Learning (CTL) partners with faculty, students, and colleagues across the University to support excellence and innovation in teaching and learning. The CTL is committed to advancing the culture of teaching and learning for professional development, curricular enhancement, and academic support through its programs, services, and resources.

The CTL supports the professional development of Columbia graduate students across the University with current or future teaching responsibilities. The CTL also offers an array of support to graduate students to help them reflect on, improve, and measure their teaching at Columbia. Graduate students participating in the CTL's programs and services develop a sense of pedagogical agency, interdisciplinary exchange, and peer-driven inquiry that helps prepare them for the future in a variety of academic and professional settings. They also develop instructional practices that are learner-centered and inclusive.

The Graduate Student Programs and Services (GSPS) team at the CTL seeks a Fellow dedicated to improving teaching development to assist with select program development, delivery, and assessment. In Fall 2020, the GSAS Fellow in Academic Administration will work closely with Caitlin DeClercq, an Assistant Director in the CTL, to support and evaluate the Teaching Development Program (TDP) and related resources. See bit.ly/ctl-tdp for information about the TDP.

This program consultant will:
- Track participant activity in the TDP
- Provide targeted feedback to TDP participants through defined rubrics
- Work with CTL staff to strategize communication and outreach around the TDP
- Help conceptualize and facilitate TDP information sessions and support
- Help strategize new cohort activities and resources for TDP participants

By supporting and monitoring the TDP, the Fellow will:
- Build awareness of a broad range of teaching support and resources connected to the TDP
- Help develop strategic thinking for engaging various academic disciplines in foundational teaching development
- Gain experience in program assessment, communications, and design
- Develop relationships with professional educational developers, administrators, and communications staff at Columbia

Fellow Responsibilities
The FAA's responsibilities will be more specifically mapped out in partnership with the Fellow, as it is important for us to involve the Fellow in decisions about the emphasis, order, and flow of work in this project. But overall, the Fellow should expect to:
- Review and assess documentation posted by participants in the TDP
- Participate in planning and delivery of TDP support offerings for graduate students
- Strategize ways to engage targeted audiences around program objectives
- Provide creative suggestions for communications and outreach promoting the TDP

Desired Qualifications
- Familiarity with CTL programs and services for graduate students
- Demonstrated interest in graduate student teaching development

- Strong digital organization skills
- Communication skills
- Familiarity with program goals and activities in the Teaching Development Program (bit.ly/ctl-tdp) is strongly encouraged, as is registration in the program itself. (Registration for the TDP is available at any time to current Columbia doctoral students.) Some familiarity with educational literature and the scholarship of teaching and learning is desirable, but not required.

Expected Fellow Time Commitment
6-8 hours/week

Fellowship Mentor
Caitlin DeClercq, Assistant Director, Graduate Student Programs and Services

Columbia College Academic Affairs – Curricular Committee Archival Fellow

Columbia College Academic Affairs manages the development and administration of academic curriculum, policies, and procedures for the College; provides direction and support for our Core Curriculum; oversees the academic advising of our students; and assists the faculty of Columbia University in their exceptional work with our undergraduates. A key committee that Academic Affairs supports is the Committee on Instruction (COI), which is responsible for approving proposals for new majors and other academic programs, new courses, and policy changes. The Committee on Science Instruction (COSI) is a subcommittee of the COI, which focuses on the Science Requirement and, more broadly, science instruction in the undergraduate curriculum.

The Curricular Committee Archival Fellow will organize and analyze information pertaining to and archiving decisions made by the Committee on Science Instruction. By researching the history of approved courses, and the background of COSI decisions, the Fellow will gain an understanding of the ways that curriculum and academic policy are developed.

This position will focus specifically on creating an up-to-date, clear, searchable spreadsheet of decisions made by the COSI faculty members on petitions from transfer students. This will be a great resource for the Committee, both as an archive of past decisions, and potentially, as a source of record, which may help streamline review procedures

The Fellow will gain valuable knowledge and experience by assisting our office in support of the Committee on Science Instruction. The Fellow will learn about the course approval process, and the process of updating policies in the *Columbia College Bulletin* in order to provide a coherent base of knowledge for the creation of a useful archive. The Fellow will develop an understanding of undergraduate requirements at Columbia College: how they apply to individual students, and how they have developed and changed over time. One of the most interesting aspects of this position will be to see the undergraduate curriculum, policies, and procedures through new eyes.

Fellow Responsibilities
- Archive the history of Committee on Science Instruction decisions on transfer student petitions and create a searchable document
- Analyze, discuss, and give feedback on patterns observed in the archived data
- Potentially assist in brief archival research projects that support COI-linked policies
- Potentially assist in the organization of materials for the Committee on Science Instruction

Desired Qualifications
- Highly organized
- Strong computer skills (including familiarity with Excel and Google Docs)
- Ability to work well as part of a team

Expected Fellow Time Commitment
5-10 hours/week

Fellowship Mentor
Amy Kohn, Associate Director of Academic Affairs, Curriculum Management, Columbia College

Columbia Community Service – CCS 74ᵗʰ Annual Appeal – Donor Support

Columbia University recognizes the importance of its location in New York City and seeks to link its research and teaching to the vast resources of a great metropolis. Columbia Community Service (CCS), a program of Government and Community Affairs, supports the University's efforts to be a good neighbor by providing a means for faculty, staff, and retirees to contribute to their employee-giving campaign. With funds raised through each annual campaign, CCS gives grants to over 50 local nonprofits that help to address the needs of underserved individuals in our local community. Grantees focus on everything from education, food and emergency services, eldercare, the arts, and the environment. CCS also facilitates in-kind contributions, volunteer opportunities, and workshops—connecting the University's resources to local non-profits.

Every year, the staff of CCS work to inspire the employees of Columbia University, Barnard College, and Teachers College to contribute monetary gifts and/or time as volunteers to the annual campaign. The Fellow assigned to this project will assist the Director with updating the [Columbia Community Service website](); preparing donor acknowledgement letters; recording contributions in the CRM donor management system, and assisting with events that engage University donors. Training for the CRM will be provided.

We expect the Fellow to gain skills in effective time management, data entry, and communications. We also plan for the Fellow to gain some knowledge and understanding of the employee-giving campaign process.

Fellow Responsibilities
- Assist with promoting the CCS Campaign by developing content for communications and editing website content
- Respond to inquiries from the public and University administrators
- Assist with entering donations into a donor management system

Desired Qualifications
- Excellent written and verbal communication skills
- Attention to detail
- Exceptional interpersonal skills

Expected Fellow Time Commitment
5-10 hours/week

Fellowship Mentor
Joan Griffith Lee, Director of Columbia Community Service

**Columbia Engineering Professional Development and Leadership Program –
Online Content Management**

The Professional Development and Leadership (PDL) program empowers and educates
Columbia engineers to maximize performance and achieve their full potential to become
engineering leaders of today and tomorrow. PDL's core modules provide engineers with skills
and perspectives needed to succeed in a fast-changing technical climate. The program consists
of an array of engagements, online and in-person (i.e., courses, workshops, labs, and
competitions), where students develop professionally. The program is fully online for Fall 2020.

The PDL team is entering a level of maturity as we enter our fourth year as a degree requirement
within SEAS. Our small-but-mighty team would appreciate a partner to expand our brand now
that we have more robust, consistent offerings. For the FAA Fellow specifically, this will take
shape in the form of creating and curating a social media presence to highlight guest instructors,
development opportunities, and tips from our sessions on websites, LinkedIn, and Instagram
(as well as other platforms that the Fellow recommends). The goals of this social media presence
are to increase awareness, engagement, and demand for PDL resources and offerings. This MS
professional development degree requirement is one of few programs of its kind, and we would
like to display the great work being done to set the standard across industries and programs
nationally. Additionally, with all PDL occurring online in Fall 2020, connecting with our
students through social media has taken on an increased importance.

Through their work, the PDL Fellow will gain the following:
- A greater understanding of curriculum development and academic program
  management
- A hands-on experience developing a social media communication strategy to reach
  Columbia Engineering students as well as peer and industry colleagues across the
  country
- A more agile ability to translate feedback into action items and implement for future
  projects
- Exposure to social media analytics
- An appreciation for the various moving pieces of the higher education system and its
  strategic planning, structure, culture, and policies

Fellow Responsibilities
- Review existing social media presence of the PDL program and Columbia Engineering
- Develop new social media strategy based on proposed modifications to content, timing,
  and design
- Develop content for the PDL website and social media accounts, highlighting what is
  happening in the program
- Collect and report on social media analytics to assess communications strategy (time
  permitting)
- Attend select program sessions to better understand the program content, occasionally
  assist in program sessions, and deliver recommendations for future development
- Based on the Fellow's interest, there are also opportunities to work with other aspects of
  the PDL program.

Desired Qualifications
- Excellent written and verbal communication skills and analytical skills
- Knowledge of basic computer and web applications
- Efficiently able to organize work time and manage projects

- Attention to detail is critical.
- Forward-thinking attitude and sense of humor a must.

Expected Fellow Time Commitment
5-10 hours/week

Fellowship Mentors
Gabby Lilienthal, PDL Program Manager and Elizabeth Strauss, PDL Associate Director

Columbia University Libraries Digital Scholarship – Digital Publishing Fellow

The Digital Scholarship division of Columbia University Libraries provides a suite of services that respond to and anticipate the needs of Columbia's research and learning communities. We assist students, faculty, researchers, and staff in information management, digital literacy, systems-support and development for online publishing, and engagement with technology.

The Libraries' digital publishing program supports the development of quality, open-access scholarship in the form of journals and dynamic digital projects, and provides educational opportunities and publishing advice to both project creators and authors. We seek collaborations with Columbia-affiliated faculty and students who want to ask new questions of their communities, play at the borders of currently canonized fields, open new pathways of inquiry, explore innovative methods, and include new and traditionally underrepresented voices in the scholarly conversation.

Our core publishing offerings include web hosting on Open Journals System (OJS), Wordpress, and minimal computing (Jekyll, Ed.) platforms, as well as platforms for digital monographs and multimedia scholarly projects such as Scalar, Omeka, and StoryMaps. Our services include the preservation of open, published content in Columbia's research repository, Academic Commons, access to publication analytics, registration with general and disciplinary catalogs and indexes, and the provision of persistent, unique identifiers (DOIs). Through educational opportunities, including workshops, events, and individual consultations, we also aim to inculcate ethical publishing practice, confidence in author rights and copyright, and effective management of personal scholarly portfolios and online reputations.

The Digital Scholarship publishing program seeks a Fellow in Academic Administration to support the publication of a flagship digital, multimedia monograph that will be published using [Scalar](#) software in December 2020. This project, written by a member of the Columbia History research faculty, aims to recast the history of diversity in Europe and make it accessible to a global, public audience. Taking full advantage of the digital format, this publication will include images and videos, links to web resources, and interactive maps. The project will be subject to a rigorous peer review process, thorough structural editing, copyediting and proofreading, and a review of all media content to ensure appropriate legal use. The Fellow, under the supervision of the Digital Publishing Librarian, will help to complete this project by helping to construct interactive multimedia elements, review the use of media throughout the text, and review the organization and usability of a complex multimodal publication.

The Fellow will have the opportunity to work closely with the Digital Publishing Librarian and will gain insight into developmental editing for a digital publication including managing peer review and digital project management.

The Fellow will become highly proficient in using Scalar and will understand the editorial lifecycle of a single-author, monographic work. The Fellow will also be introduced to responsible media asset management, use of copyrighted materials, and applying for permissions.

This may be a particularly interesting opportunity for a graduate student who is interested in learning more about the academic publishing industry or scholarly communications.

Fellow Responsibilities
- Learn to use Scalar and its editorial workflow management features under the training of the Digital Publishing Librarian

- Review the use of media to ensure any copyrighted content has been appropriately used and apply for permissions from rights holders
- Create interactive maps and other multimedia elements to enhance the publication
- Closely review the structure and content of the project to ensure a professional product

Desired Qualifications
- Attention to detail
- Ability to work independently and prioritize tasks
- Excellent computer skills and the ability to learn new software and digital tools
- Strong writing and communication skills
- Familiarity with disciplinary stylistic and citational conventions

Expected Fellow Time Commitment
5-10 hours/week

Fellowship Mentor
Michelle Wilson, Digital Publishing Librarian

Executive Vice President for Arts and Sciences – Data Support for A&S Inclusion, Diversity, Equity, Access Strategies (IDEAS)

The Office of the Executive Vice President for Arts and Sciences (A&S) supports all members of A&S, including academic units, faculty, and staff on needs spanning academic, administrative, and financial domains. These include, but are not limited to, faculty affairs, academic planning, equity and diversity, housing, financial planning, staffing, institutional research, and general administrative needs. The Associate Director for Faculty Diversity and Development works within the office of the EVP to develop and oversee Arts and Sciences' efforts to promote the diversity and professional development of the Arts and Sciences faculty.

IDEAS - Developing Inclusion, Diversity, Equity, Access Strategies is a new initiative within Arts and Sciences that aims to implement and support the development of diversity strategic plans across all departments in A&S. The initiative, which will be held as a pilot this academic year, will include up to six departments with representation across all academic divisions (Humanities, Social Science, and Natural Sciences). The initiative will support departments in learning about racial justice and equity in academia and exploring data, resources, and best practices to improve inclusion, diversity, and equity in their departments.

In order for departments to develop informed diversity strategic plans, our office (and FAA Fellow) will provide support in the form of data collection and the sharing of successful diversity models at other institutions. The Fellow may also engage in other data collection, research, and presentation tasks related to furthering other diversity supporting goals for the office.

The Fellow will develop a knowledge of the state of diversity planning at Columbia A&S as well as a general sense for the DEI pulse of US academic institutions in general. The Fellow will also develop data sourcing skills and learn about the different networks and databases that exist to manage diversity-specific data, as well as develop skills to present this information to supervisors and to other audiences via presentations and the A&S diversity website.

Fellow Responsibilities
- Collect data to help departments make informed decisions (e.g., What is the diversity in the national pool of students in Art History and Archaeology?)
- Research diversity efforts at other colleges and universities across the country
- Collect data on diversity of graduate school applicant pools nationwide
- Present and disseminate data in presentations and on A&S website

Desired Qualifications
- Commitment to advancing diversity in the academy
- Highly organized and competent with GSuite and Microsoft Office
- Ability to handle and maintain confidentiality of sensitive data and information regarding internal DEI planning
- Experience with website development (Drupal) preferred, but not required

Expected Fellow Time Commitment
8-10 hours/week

Fellowship Mentor
Natalie Nevárez, Associate Director for Faculty Diversity and Development, Office of the Executive Vice President of Arts and Sciences

Society of Fellows and Heyman Center for the Humanities – Activating the Archives

The Society of Fellows (SoF)/Heyman provides Columbia University and the greater New York City area with the intellectual and physical space necessary for wide-ranging discussion and collaboration across the humanities and human sciences. Through lectures, conferences, readings, performances, workshops, and other forms of engagement, we aim to share thinking, explore issues of urgent interest and common concern, and enhance the role of the humanities in serving the public good.

We seek to activate and present our vast archives so that they become more usable for our constituents. The project would involve helping us to summarize the archives, find themes within the archives, work with faculty to act as guest "curators" of material, and then contribute ideas as to how to present the archival material in an engaging and usable way.

We envision the project rolling out over the course of the academic year in two phases:

Fall 2020: Create a document that summarizes the full extent of the archives and their locations. (The archives include some non-digitized audio, a significant amount of video, and additional material.) This would not be a catalog, per se, but more of an overview of major themes and where to locate related media, so that as conduct projects, we can catalog while working.

Spring 2021: Create at least one to two models for presenting the archives publicly.

Note: While this FAA position is only for Fall 2020, this fellowship may be renewed for Spring 2021.

In this role, the Fellow would learn how to manage a project from conception to completion, working with faculty and administrators along the way. They would also gain valuable communications experience in thinking through how to transcend the boundaries of the academy and engage new audiences in our work. We would like the Fellow to contribute ideas on how to develop the presentation of our archival material and to develop a framework for working with faculty. They will also learn how a center works with multiple stakeholders across campus and how to get buy-in from others in the Columbia community.

Fellow Responsibilities
- Gain familiarity with material in SOF/Heyman archives
- Contribute ideas for how to activate and publicize that content
- Work with faculty who might be thematic guest curators of archival material
- Execute presentation of material once a format has been agreed upon
- Attend programming meeting (or part of programming meeting) weekly

Desired Qualifications
- Familiarity and proficiency with different media
- Media organization skills (or strong organization skills)
- Good communication skills
- Curiosity and interdisciplinary mindset
- Flexibility

Expected Fellow Time Commitment
10 hours/week

Fellowship Mentors
Lindsey Schram, Associate Director, Heyman Center
Maria Gonzalez Pendas, Coordinator of the Public Humanities Initiative