

FACET Membership Application Checklist

This form is not part of the dossier—it is provided solely to help assure all elements of the dossier are included.

Dossiers must be emailed as a pdf file to your campus associate director using the following naming convention: LastName-dossier.pdf. Documents can be created as Microsoft Word files and converted to and saved as pdf files using the print dialog box. Please use 10 point easy-to-read font (sans serif or similar is recommended), one-inch margins, and page numbers. **The general length of the dossier should be no more than 20 pages, including appendices but excluding the peer reviews and teaching vitae.**

Dossier Cover Sheet and Contributions to FACET

Candidates must download and complete the PDF form to insert at the beginning of the dossier. Be sure to explore the FACET website to learn more about various activities and what role you might play in our continued growth.

Teaching Philosophy

Candidates should discuss how they believe students learn and how their approach to teaching facilitates student learning. In preparing to write this component, please consider the theoretical foundations of your philosophy. The statement should move from your discussion of why you do what you do to what you do as a teacher to facilitate learning. [Review sample statements.](#)

Learning Episode and Reflective Narrative (LEARN)

As of spring 2025, we have adopted a new LEARN structure to offer candidates four path to achieve LEARN outcomes. This allows flexibility in documenting excellence in teaching and learning while maintaining the integrity of reflecting on a single teaching and learning experience. Also, it allows demonstration of teaching excellence in ways including but not limited to firsthand instructional experiences. Please do not include any videos, as they are cumbersome for the selection committee to review and will not be considered in your dossier evaluation. [Learn more about the four paths.](#)

Teaching vitae (10-page limit)

Rather than a standard version of your vita, provide a vita which specifically highlights your teaching accomplishments in order of newest to oldest. Please view the [link](#) to see the specific sections to include in the teaching vitae.

Peer Reviews

Two [peer reviews](#) are required in each FACET nomination dossier. The peer reviewer must explicitly state the date the candidate's teaching was observed. Please note the purpose of the peer reviews is not to make a recommendation regarding admission to FACET. Both peer reviews must be conducted within the past four years, with one being conducted in the last two years. The peer reviewer should not have supervisory relationship with the candidate or be faculty co-teaching a course or who was co-teaching a course at the time of the peer review.

Letter of Recommendation (optional)

Candidates may request one traditional letter of recommendation from their department chair, dean, faculty colleague, etc. This letter of recommendation is optional and not considered strongly by the Statewide Selection Committee.

Campus Statement of Support

The strongest statements identify strengths the campus committee and EVCAA/VPFAA endorse as reasons for the nominee's consideration by the Statewide Selection Committee.