

FACET Membership Application Checklist

Name: _____

Campus: _____

Dossier Cover Sheet

Candidates must complete the [online cover sheet](#) to insert at the beginning of the dossier. Upon submission, the cover sheet will be emailed to you to add to your pdf dossier file.

Contributions to FACET

Explore the FACET website to learn more about various activities and what role you might play in our continued growth. Upon submission of the [contributions sheet](#), it will be emailed to you to add to your pdf dossier file.

Teaching Philosophy (1,000 word limit)

Candidates should provide a discussion of 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. This component of your dossier should discuss “why” you do what you do rather than just what you do in the classroom; use this as an opportunity to reflect on your teaching methods. 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) (1,500-2,500 words)

This section allows for the documentation of excellence in teaching and learning through an abbreviated “feedback loop,” describing and reflecting upon a single instructional experience. [Review LEARN components, selection committee advice, and examples.](#)

Teaching vitae (10 page limit)

This is not a standard version of your vitae. 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.

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