

The Higher Education Teaching Specialist (HETS) designation prepares faculty and graduate students to excel as instructors in higher education. Through participation in a variety of courses, workshops, and consultations, candidates will learn to implement best practices for teaching in higher education.

- **Initial Consultation**

During this face-to-face meeting the HETS Program Manager will discuss the program requirements and answer any questions the candidate has about the program.

- **Required Classes:**

- **CTLE 6000: *Teaching in Higher Education***
- **CTLE 6510: *Cyber Pedagogy***

The candidate must earn a minimum grade of A- in each class. Those electing to register through Continuing Education must complete the same requirements as those enrolled in the three credit hour section.

- **Required Workshops:**

- **Annual Teaching Symposium** (offered before Fall Semester only) **OR**  
**3 CTLE Workshops** (offered during Fall & Spring Semesters)
- **Teaching Dossier Workshop** (offered in Fall Semester only)

- **Required Teaching Assessments:**

Teaching assessments from three perspectives: CTLE, Faculty & Students.

- **2 CTLE In-Class Observations (*must be conducted at least 6 weeks apart*)**  
A CTLE consultant attends an entire class period, conducting an extensive observation of teacher and student behavior. After the observation, the candidate meets with the CTLE consultant to discuss the feedback and review resources to help refine his/her teaching. Available for face-to-face, online, and hybrid classes.
- **2 Faculty Mentor Reviews (*must be conducted at least 6 weeks apart*)**  
The candidate's chosen faculty mentor (identified from among the Tenure-Line or Career-Line faculty of the candidate's home department) observes the candidate in the classroom and they meet afterward to discuss the feedback.
- **2 Semesters of Student Feedback Results**  
End-of-term Student Course Feedback results **OR** two sets of Guest Instructor Student Feedback results from different semesters.

- **Teaching Portfolio**

Submitted as a capstone project prior to being granted the HETS designation; must include CV, Teaching Philosophy Statement, and student feedback results. The HETS Program Manager will review the portfolio, and provide feedback and final approval.

HETS Candidate Name

Signature

Date

**Department Chair OR Director of Graduate Studies Approval:**

Department Approver Name

Signature

Date

**Faculty Mentor Approval:**

Mentor Name

Signature

Date