University of Utah
Center for Teaching & Learning Excellence
Higher Education Teaching Specialist (HETS) Designation

Graduate Student Requirements and Approval Form

We believe the Higher Education Teaching Specialist (HETS) Designation offers enough rigor to prepare future faculty to excel as teachers in higher education, yet is also a model of parsimony, offering ambitious graduate students reasonable expectations of completion while engaged in graduate studies. This program is also open to faculty (requirements for completion are slightly altered – please contact CTLE for details).

Description of HET Specialist Designation

The HET Specialist Designation is designed to improve the instructional abilities of persons who are working, or desire to work, in an institution of higher education. By participating in a variety of courses, workshops, practica, and programs, program recipients will be able to implement best practices for higher education instruction. HET Specialist Designation candidates will be asked to utilize and assess a variety of higher education pedagogical theories and methods, implement innovations in teaching strategies, and use discipline-specific research findings in their instruction.

Requirements for the Higher Education Teaching Specialist Designation

1. Each candidate must successfully complete each of the following:
   a. CTLE 6000: Teaching in Higher Education
   b. 9 Supervised teaching hours per semester OR CTLE 6900: Practicum in Teaching Higher Education
   c. Teaching dossier and curriculum vita workshop
   d. If a teaching assistant, attend Annual Teaching Symposium offered annually, including microteaching, and all departmental TA training requirements
   e. If a new or adjunct faculty member, attend three of the five CTLE teaching seminars

2. Each candidate must successfully complete one of the following:
   a. CTLE 6590: Directed Readings in Higher Education OR CTLE 6510: Cyber Pedagogy
   b. An approved departmental pedagogical/teacher-training course
   c. University TA Scholars program
   d. Submitted article OR conference presentation on the scholarship of teaching and learning

Details of Requirements

1. Each candidate must successfully complete each of the following:
   a. CTLE 6000: Teaching in Higher Education (3 credits). This class prepares individuals with the foundational pedagogical knowledge and skills to fulfill their teaching mission in an institution of higher education. A major focus of the class is contemporary uses of technology in the classroom. (Fall and Spring semesters).
   b. Supervised teaching hours (two semesters) with evidence of success (e.g., student evaluations, peer evaluation, faculty evaluation) OR CTLE 6900: Practicum in...
Teaching Higher Education (1-3 credits). Supervisors can be chosen from student’s department or from CTLE staff.

c. Teaching dossier and curriculum vita workshop: The workshop teaches individuals to construct their own teaching dossier suitable for their discipline, and learn how to present the teaching portion of their curriculum vita. Includes 15 hours of training, materials, peer observation and evaluation, and CTLE faculty feedback.

d. If a teaching assistant, attend Annual Teaching Symposium offered annually, including microteaching, and all departmental TA training requirements.

e. If a new or adjunct faculty member, attend three CTLE teaching seminars.

2. Each candidate must successfully complete **one** of the following:
   a. CTLE 6590: Directed Readings in Higher Education (1-3 credits); individualized for the participant’s discipline and level of experience. OR CTLE 6510: Cyber Pedagogy (3 credits); to develop an online course
   b. An approved departmental pedagogical/teacher-training course (see Appendix B for a list of accepted courses, other courses will be reviewed by a committee).
   c. University TA Scholars program. Offered through the Center for Teaching & Learning Excellence, this program prepares the advanced teaching assistant for their first faculty appointment. Requires interview and selection. The group meets on a weekly basis for one academic year and participants complete a project to enhance teaching assistant training or performance in the Scholar’s home department.
   d. Scholarly Journal Article that must be submitted OR statewide or national presentation at a conference in the scholarship of teaching and learning.

**HETS Candidate Name:**

I give CTLE permission to track records of my employment within the three-year time period after my graduation:

[ ] Yes
[ ] No
[ ] Undecided

**Mentor/Supervisor Approval:**

[ ]

Mentor/Supervisor Name

Signature

Date

**Department Director of Graduate Studies (or Department Chair) Approval:**

[ ]

Department Approver Name

Signature

Date