

Empowering  
The Academic  
Community  
To Innovate  
& Impact  
Education



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
عمادة تطوير التعليم الجامعي  
Deanship of Academic Development

تمكين  
المجتمع الأكاديمي  
للإبتكار والتأثير  
في التعليم



جامعة الإمام عبد الرحمن بن فيصل  
حاصلة على الاعتماد المؤسسي الكامل وغير المشروط لمدة سبع  
سنوات من المركز الوطني للتقويم والاعتماد الأكاديمي (2015-2022)  
IAU has received its full institutional accreditation for 7 years  
by the NCAAA (2015-2022)



جامعة الإمام عبد الرحمن بن فيصل  
مصنفة 5 نجوم في التعليم (2020)  
IAU is rated 5-stars in Teaching (2020)

CLTHE  
& FHEA

## Teaching and Learning Impact Hours

By Faculty Members

Guidelines and Reference |

**FIRST COHORT**

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## **The Impact of Teaching and Learning Excellence**

As a participant in the CLTHE and Fellowship Program Cohort I, each faculty member showed strong dedication and commitment to support teaching and learning in the IAU academic community. As a graduate of the program and recognized Fellow of the HEA, our IAU faculty members are recognized as ‘ambassadors’ of teaching and learning ready to facilitate excellence and impart their expertise with faculty colleagues in the IAU academic community.

### ***Impact Hours Objective***

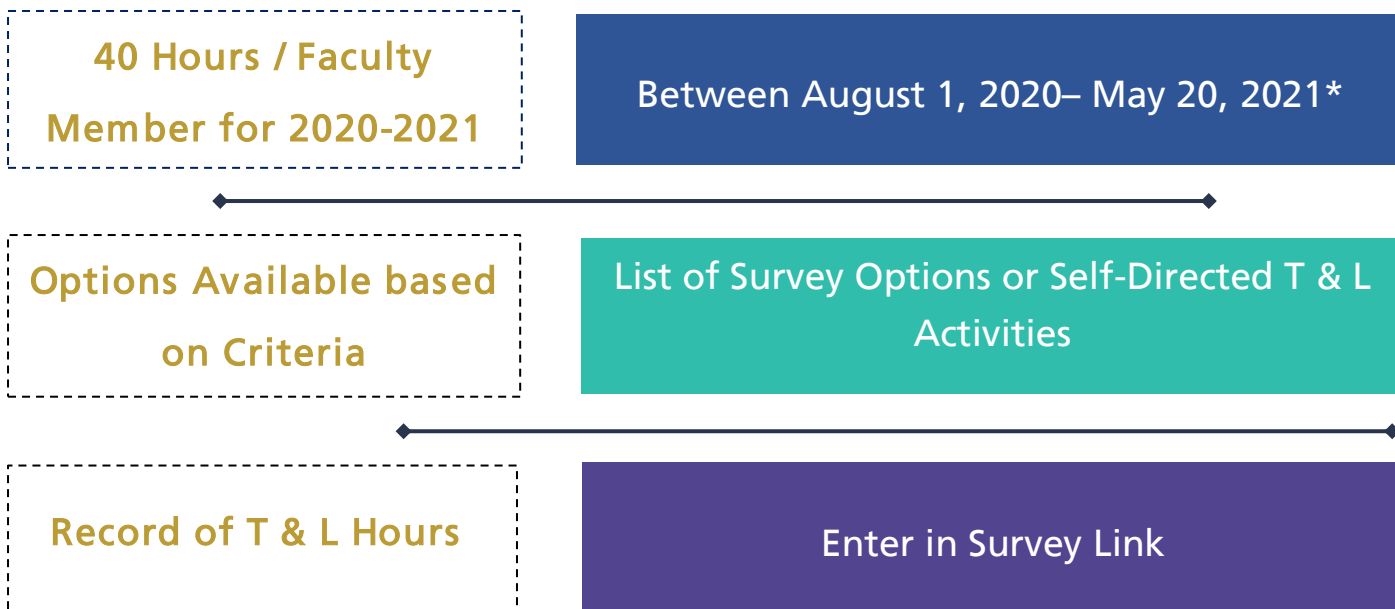
The objective of the Teaching and Learning Impact Hours project is to enrich, empower, and ultimately impact teaching and learning at the University through the IAU Community of Fellows.

### ***Impact Hours Defined***

Hours of Teaching and Learning support, design, facilitation, mentoring, or guidance of college and departmental colleagues and/or the IAU academic community within the University context.



## T & L Impact Hour Basics



\*Exception: Those participants who mentor Cohort II fellowship applicants will mentor until early summer.

## Criteria Checklist for Teaching and Learning Impact Hours

1	The activity enriches, empowers, and/or impacts teaching and learning at IAU within the 2020-2021 academic year.	<input type="checkbox"/>
2	The activity/s are outside the normal scope of job responsibilities and tasks.	<input type="checkbox"/>
3	The hours are based on the academic needs of IAU colleagues and delivered within the context of the University.	<input type="checkbox"/>
4	There is a minimum of three different teaching and learning activities. (examples provided in the <i>Frequently Asked Questions</i> ).	<input type="checkbox"/>
5	There is a record of each activity entered in the survey link.	<input type="checkbox"/>

## ***Keeping Track of your Impact \****

Each participant is requested to record or 'track' his/her teaching and learning hours by entering the following information into the survey link provided; please note the information requested may change slightly as the link is updated.

By keeping track, the cumulative impact of the Community of Fellows on IAU teaching and learning will be evident by the end of the academic year.

<b>Item</b>	<b>Description</b>	<b>Example</b>
<b>1. Date</b>	Calendar date of each activity	October 27, 2020
<b>2. Description</b>	Brief description of T & L activity	Provide feedback about Cohort I of the CLTHE program
<b>3. Time Duration</b>	Number of hours spent for each activity	2 hours
<b>4. Format</b>	The learning environment (e.g. virtual, face to face, or preparation/design activity)	Virtual
<b>5. Venue</b>	Location of activity (Zoom, MST, College Workshop Room, or Office for example)	Zoom online platform
<b>6. Beneficiary/s</b>	The department, college, attending/benefitting from the activity; intended recipient.	IAU Faculty (DAD event)
<b>7. Number of Participants</b>	Number of people in attendance (NA for design/preparation)	60

\*A new entry on the link for each time you do an activity is recommended.

## Frequently Asked Questions

### ***Do T & L hours need to be pre-approved?***

No, the hours do not need to be pre-approved. Based on the provided criteria, participants can choose from the listed options offered by the Deanship of Academic Development (Appendix A) or choose their own T & L activity that suits their strengths and the needs of their colleagues. For any questions about T & L hour options or feasibility, please contact the Deanship of Academic Development.

### ***How will the hours be recorded?***

There will be a link to enter your hours as you complete them which will be sent to all participants. As mentioned in *Keeping Track of your Impact*, the link will include the date of activity, brief description, duration, format, venue, beneficiary, and number of faculty members in attendance. If designing or preparing a program or resource, not applicable (for number of participants, for example) will be an option. This way, additional paperwork will not be necessary.

### ***Can we count hours from the last academic year?***

The hours include the 2020-2021 academic year only between August 1, 2020 – May 20, 2021 with the exception of those mentoring fellowship applicants in Cohort II, which will run until early summer 2021.

### ***Can the hours be completed in one event or activity?***

As the main objective of the hours is enriching and impacting teaching and learning across the university, participants are asked to diversify their activities and, accordingly, spread the 40 hours across a minimum of three different T & L activities. For example, designing and presenting a T & L workshop, individual consultations on T & L, and mentoring one person through their Fellowship application would represent three different activities.

### ***Can the hours be done over a short period of time or must they be spread out over the whole time period?***

Hours can occur any time during the academic year as long as they meet the criteria and are distributed across at least three different teaching and learning activities.

### ***Does attending a teaching and learning event, conference, or workshop count toward the hours?***

Simply attending a teaching and learning function would not count toward the hours; however, organizing, designing, or facilitating as a speaker at a T & L event, would be considered an activity.

### ***If I deliver a program as an impact-hour activity, can I count the preparation as well or only the delivery?***

Preparation for and design of a teaching and learning resource, workshop, etc. outside of the regular scope of our faculty work duties can be counted in the T & L hours.

***If I serve on a teaching and learning or curriculum (educational) committee for my department, can I count these hours?***

Committee work or tasks assigned within our department would be considered within our job scope and, thus, not counted in the hours.

***How can I get more assistance?***

You may contact the Deanship of Academic Development (D27) at 013 333 2850, or [ded@iau.edu.sa](mailto:ded@iau.edu.sa)



## Appendix A: Teaching and Learning Impact Hours

### University/Deanship Programs and Resources Options

#### Presentation/Facilitation Options

1. Present Core Competencies Program modules for the candidate college/across campus.
2. Present FMCP (Faculty Mentorship Certification Program) modules for the candidate college/across campus.
3. Present modules in any current short intensive course at the Deanship.
4. Deliver current DAD workshops to your college or cluster.
5. Co-host and arrange an Education Café in your college or cluster.
6. Participate in an Education Café in your college or cluster.
7. Serve as a coordinator for International Workshops (support the facilitator through the program).

#### Design/Preparation of Resources Options

8. Design or create new written materials supporting teaching and learning (posters, pamphlets, brochures, etc.).
9. Design or create new workshops and related resources on various areas of teaching and learning.
10. Co-design or create a new short course (2-4 days) and related resources on needed areas of teaching and learning.
11. Revise current workshops (presentation and related materials).
12. Design and/or contribute to an IAU Teaching and Learning newsletter.

### **Mentorship/Consultation & Research Options**

13. Mentor a new faculty member in the FMCP.
14. Offer individual consultations in teaching and learning in your field/college.
15. Gather feedback about the teaching and learning/Deanship programming amongst faculty members within the college (participate in quality teaching and learning forums).
16. Co-research/investigate interdisciplinary educational research related to IAU.

## **CLTHE and Fellowship Program Options**

### **Presentation/Facilitation Options**

17. Co-organize in a feedback forum on the first cohort.
18. Participate in a feedback forum on the first cohort.
19. Participate in organized meetings with faculty to introduce the program.
20. Co-host/host the next cohort forums/meetings.
21. Participate in a short introductory video or podcast about the program.
22. Co-host an introductory session on how to obtain Fellowship from AdvanceHE without attending the program (information, tips on applying for fellowship, etc.)

### **Design/Preparation of Resources Options**

23. Develop and/or present topics related to the CLTHE modules for their college/across campus.
24. Design and/or present a non-mandatory introductory module about the program.

25. Develop instructional and informational materials (checklists, posters, FAQs, how-to) about the program.
26. Mentor faculty members applying for Fellowship from AdvanceHE but are not in the program—individual memberships (2 fellowship guidance meetings + 1 draft reading with feedback).
27. Write Blog posts about the program to be posted on the deanship website and in Social Media.
28. Participate in creating a newsletter about the CLTHE/Fellowship or contribute to a DAD newsletter—where this program can be featured.
29. Disseminate resources and information about IAU's partnership with Advance HE.

### **Mentorship/Consultation**

30. Deliver Individual/group counselling hours for the next cohort.
31. Participate in a short-term mentorship program for the next cohort focused on the application (1 orientation session + 1 meeting before the fellowship application + 1 draft reading with feedback).
32. Match former participants with new participants as peer assists i.e., Mentoring hours for the next cohort.
33. Create and lead communities of practice in their colleges (i.e. head of teaching and learning committee or unit).