UBC Educational Leadership Network

Terms of Reference

## Vision

The *Educational Leadership Network (“ELNet” or “ELNET”)* is a community of faculty in the Educational Leadership stream at the University of British Columbia Vancouver and Okanagan Campuses committed to the:

1. Celebration of educational leadership, innovation and excellence in teaching and learning.
2. Sharing of information, resources, expertise, and ideas within the university community and beyond.
3. Support and promotion of the Educational Leadership stream and its members.

## Activities in Pursuit of Vision

The *Educational Leadership Network’s executive team (“executive”)* is committed to the network’s vision and aims to work towards it through:

1. Promoting the exchange of teaching and learning practices across the university and beyond.
2. Facilitating mentorship and connection among colleagues.
3. Hosting opportunities that showcase teaching and learning, fosters professional development, and engagement in leadership and with the Scholarship of Teaching and Learning.
4. Advocating for educational leadership development and opportunities.

## Structure of the Educational Leadership Network Executive

Executive members and responsibilities:

* + Chair(s)
    - Plan and facilitate team meetings
    - Track and follow up on action items
    - Work with the membership to create an overall annual plan
    - Serve as primary point of contact for the EL Network
    - Explore opportunities for funding the Network activities (e.g., events support)
    - Advocate for educational leadership development, understand and opportunities within the institution
    - Act as point of contact for consultation from Faculty Association and Faculty Relations and communicate priorities that reflect the network membership views
    - Communicate with other university units/structures that both reflect and can support the Network Membership views
    - Work with the executive coordinators to works towards the goals and vision
    - Communicate university and faculty promotion and tenure policies consistently amongst all network activities
  + Mentorship Coordinator(s)
    - Chair a subcommittee with a range of ranks and Faculties, drawn from Members at Large and broader membership across both campuses to be mentors
    - Act as the primary point of contact for teaching and learning and professional development mentorship inquiries
    - Strive to ensure that mentorship requests are fulfilled
    - Work with other team members to strive to communicate accurate information about faculty promotion and tenure policies, and means of providing support, inspiration, connection and resources for mentees for EL and SoTL
    - Spearhead innovation in mentorship models and guidelines
    - Host regular mentor training/discussion sessions for best practices and consistencies in mentoring with the mentor guidelines and practices docments
  + Educational Leadership Events and Professional Development Coordinator(s)
    - Chairs a subcommittee drawn from Members at Large and broader membership, ideally representing a range of ranks and Faculties, from across both campuses to both coordinate events and present at events
    - Initiate and coordinate events that provide opportunities for showcasing teaching and learning, foster professional development, and engagement with leadership and the Scholarship of Teaching and Learning
    - Establish a working partnership on professional development initiatives in teaching and learning
    - Communicate with CTLT/CTL and other related institutional units about Network events
    - Promote engagement with professional teaching and learning organizations and conferences
    - Find and communicate granting and other partnership opportunities
    - Liaise with other educational institutions on teaching and learning
  + Communications and Membership Coordinator(s)
    - Maintain and develop the Network website
    - Explore other avenues of social media presence
    - Advertise events broadly
    - Maintain the email account
    - Coordinate the content and delivery of the ELNET newsletter to be distributed to the EL stream faculty regularly (about 4x per year)
    - Work with Educational Leadership Events Coordinator to initiate events that build community among the membership
    - Communicate with CTLT/CTL the events, priorities and experiences of the EL membership
    - Maintain current email list of Educational Leadership stream faculty
    - Ensure representation across both campuses, of different ranks, a variety of departments and in consideration of EDI principles
  + Member(s) at Large
* Assist in any of the above roles and tasks of the network

# PROCEDURE, PROCESS, NOTES

* + Members of the Educational Leadership Network and the executive are faculty members in the Educational Leadership stream at the University of British Columbia.
  + Typically, professional development events are open to all faculty and staff, and on a case by case basis some events will be open for others (e.g., graduate students, undergraduate students).
  + The Educational Leadership Network executive may facilitate communication between faculty in the Educational Leadership stream and groups such as CTLT/CTL, Faculty Relations and the Faculty Association, but are not be considered representatives of a formal institutional group.
  + The executive will aim to hold three executive meetings per year, set in advance, and others as needed. ELNet executive meetings are open to the executive and invited guests. The Annual Review Meeting is open to all Educational Leadership Network Members and invited guests.
    - May, August, December and others as needed and voted on by executive
    - 1 meeting a year will include reviewing the vision, activities, and goal setting for the following year.
  + ELNet executive
    - Call for nominations will request a CV and statement of interest. Encourage both self- nominations and colleague nominations.
      * *Options under consideration:* (a) a vote to the membership (if so, Communications and Membership Coordinator would officiate voting and elections), or (b) consensus from the existing executive team
    - Expectation is a two year term with one immediately subsequent renewal possible. (First iteration: Staggered renewals so everyone isn’t replaced every two years.)
    - Goals for Representation on ELNet executive: to include someone from each of the three ranks on the executive, and to be broadly representative of Faculties, campuses and in consideration of EDI principles
    - 2 – 4 members at large

# CONSULTATIONS IN PREPARATION OF THIS DOCUMENT

* + September 2014: Members of the Instructor Network, via a survey and in person at the (Re)Visioning Session, facilitated by Jessica Earle-Meadows
  + July 2015: Sally Hermansen, Joanne Fox, and Catherine Rawn met with Representatives of the Faculty Association (President Mark MacLean, Executive Director Deena Rubuliak) and Faculty Relations (Senior Manager Mark Trowell, Director Allison Matacheskie)
  + August 2015: Christina Hendricks and Allen Sens met with Simon Bates (PoT, Director of CTLT, etc.)
  + August 2023: Sally Stewart and Luisa Canuto

# HISTORY OF REVISIONS TO THIS DOCUMENT

* + July 2018 update to language:
    - All instances of “Instructor Network” have been changed to “Educational Leadership Network”
    - All instances of “Instructor Network” and “INLeT” have been changed to “Educational Leadership Engagement Team” and “ELNET”, respectively
  + July 2018 removed names and email addresses of individuals who hold each role.
  + August 2023 updated wording and language to reflect current structure and practices that have evolved and to reflect inclusion of both campuses in the network actions
    - Fix confusing term for executive term (ELNET) and the network (ELNET)
    - Previous use of “Educational Leadership Network Engagement Team (ELNET)” been replaced with “ELNet Executive” where ELNet is short for “educational leadership network”