



Inclusive Practice Fellow

Open Call Application to All Division of Continuing Education Instructors

*Seeking 12 Part-Time Fellows to Engage in a Community of Practice from
November 2022 – April 2023*

Application Deadline: Friday, October 14 by 5pm EST

Who We Are: Our Inclusive Teaching Institute (ITI) within the Department of Teaching & Learning (DTL) at the Harvard Division of Continuing Education (DCE) is a learning community for faculty and teaching staff across Harvard University to connect about inclusive teaching practices, pedagogies, theories, and research.

Our Project: We received a Harvard Culture Lab Innovation Fund (CLIF) grant from the Office for Equity, Diversity, Inclusion, and Belonging (OEDIB) to share the expertise of DCE instructors who utilize inclusive teaching practices in their online and blended classes to the broader Harvard community. ITI will create and provide training workshops and resources dedicated to bringing excellent teaching practices into the Harvard classroom.

Responsibilities: As an Inclusive Practice Fellow, you will engage in a community of practice by sharing teaching practices through:

1. **At Least One Instructor Spotlight Video & Blog Post of Teaching Tips:** created in collaboration with the DTL Team, which will be featured on a dedicated inclusive teaching website for Harvard
2. **At Least One Co-Facilitated Teaching Workshop:** in collaboration with the DTL Team, which will be open to faculty and teaching staff Harvard-wide and will take place in one of the following formats: hybrid, in-person, or online

Who We Are Looking For (Qualifications): For our community of practice, we are seeking instructors that embed excellent teaching practices in any subject and program area and teach within Harvard Extension School (HES) and/or Harvard Summer School (HSS).

You do not need to be local to the Greater Boston area to apply. We welcome applications including those with limited exposure to inclusive teaching and learning.

What We Offer (Stipend): \$600

Work Expectations & Milestones: Expected time commitment is 7–10 hours from November 2022 – April 2023 with the following milestones:

1. **Fall 2022:** Co-Design Online Resource
2. **Spring 2023:** Co-Facilitate Workshop



Harvard Division of Continuing Education

How to Apply: Please complete our brief online application form by the deadline of Friday, October 14 by 5pm EST. You can access this application form at the below link:

- **Online Application Form:** https://harvard.az1.qualtrics.com/jfe/form/SV_3ftOCJW2ErRqUtM

The application form will ask you to respond to the following:

- Your First & Last Name
- Your Harvard Email
- Names of Courses You Teach with Course Code (Include courses you currently teach and have taught in the past if applicable)
- What are some teaching practices that you use in your classroom that you are most proud or passionate about?
- What do you hope to gain from this opportunity?
- Optional Items to Upload: LinkedIn Profile Link, Resume, CV, Portfolio of Teaching Samples

Our Values: The Inclusive Teaching Institute's values include: 1) *Seen & Heard*: Actively listen with respect to learn, understand, and build awareness; 2) *Connect & Belong*: Feel part of a community of practice and connect through shared dialogue; 3) *Show Up & Contribute*: Share your authentic self, knowledge, and interests for divergent perspectives; and 4) *Appreciate & Empower*: Be valued for your contributions and insights and feel empowered to take action.

Questions: If you have any questions about this opportunity and/or the application process, you can contact us at facultydevelopment@extension.harvard.edu.