



PROCEDURE FOR ESTABLISHING A TEACHING CIRCLE 2021-22

Step 1: REGISTER YOUR TEACHING CIRCLE

https://iup.co1.qualtrics.com/jfe/form/SV_7OtpxcG9OFKiQFE

- Teaching Circles must register each academic year (whether it is an existing TC or new TC)
- Facilitators should review the *Reflective Practice Teaching Circle Facilitator Guidelines*
- After reviewing the guidelines, the facilitator will use the link above to register!

Step 2: ENROLL MEMBERS

- Each Teaching Circle will receive a unique link for their **TC Member Enrollment**
- Facilitators should share this link with all members to enroll, including the facilitator
- Facilitators will receive an automatic confirmation email to track enrollment

FAQs

HOW DO I ADD A NEW MEMBER WHO JOINS MID-YEAR?

New members can be added to Teaching Circles throughout the academic year. Facilitators will need to send them the *Teaching Circle Member Enrollment Link* so they can officially join.

CAN I JOIN MORE THAN ONE TEACHING CIRCLE?

Colleagues who would like to participate in more than one Teaching Circle will need to enroll separately for each.

CAN A TEACHING CIRCLE LIMIT THE NUMBER OF MEMBERS?

Facilitators may limit the number of members in their Teaching Circle. Once the Teaching Circle has filled, they should send a message to those colleagues who are interested in joining but who cannot be accommodated at this time.

HOW CAN I FIND A TEACHING CIRCLE TO JOIN?

A **list of registered Teaching Circles and facilitator information** is updated and maintained on the CTE website weekly. Contact a facilitator to join any OPEN teaching circle. www.iup.edu/teachingexcellence/reflective-practice/teaching-circles

For more information or questions please contact:
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