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Seminar Leaders

Seminar Leaders are primarily responsible for conducting a content-based seminar for approximately a dozen Fellows, each of whom researches and writes a curriculum unit to be taught during the spring semester of the year following the seminar. Seminar leaders are selected from the pools of prospective faculty from each of the higher education partners by the Director, in consultation with the Teacher Steering Committee members and University Advisory Council, to lead one of the local seminars offered by the Institute. Leaders set appointments/office hours to meet with Fellows to review their units, and they meet with Seminar Coordinators and the Director to oversee the conduct of the seminars. Seminar Leaders may also be asked by the Director to deliver short talks about their areas of expertise for the entire cohort of Fellows and other CMS teachers. The Seminar Leader is responsible for the following:

- a) formulating a relevant seminar topic within his/her particular realm of expertise as it relates to the needs expressed by the Teacher Steering Committee members
- b) providing feedback on curriculum unit ideas during the admissions process and in written response to each Fellow's prospectus
- c) selecting suitable readings for the seminar
- d) guiding each Fellow's research and writing, including giving written feedback on the first and second draft of each Fellow's curriculum unit
- e) reviewing and approving each Fellow's completed curriculum unit
- f) informing the Seminar Coordinator and CTI Director should any Fellow not fulfill his/her responsibilities to the program and to his/her colleagues.