GET READY TO INSPIRE STUDENTS and TRANSFORM LIVES.

WELCOME TO NWTC!

THINK ABOUT THIS:
As an NWTC instructor, you have the power to positively impact the future of hundreds of individuals. Are you excited to share your knowledge and passion with our students?

To ensure you receive the same foundational training rooted in instructional excellence, student success, and subject matter expertise as all our instructors, you are required to complete competency-based, professional development through the Faculty Quality Assurance System (FQAS).

This handbook outlines the expectations and requirements for all part-time instructors at NWTC and within the Wisconsin Technical College System (WTCS). Please take time to read through each page of this handbook to understand what is expected of you and how your course assignments can be affected if you fail to meet key criteria.

YOUR NEXT ACTION STEPS— UPON HIRE

WATCH FOR YOUR WELCOME PACKET IN THE MAIL.
The packet includes important information/instructions for completing your onboarding and employment process.

After you receive your packet, take immediate action on the following items:
1. Send your official transcripts to NWTC Human Resources
2. Review payroll documentation; authorize account
3. Set up NWTC username and password
4. Review Maestro login document outlining access and registration information
5. Enroll in and complete Part-Time Faculty Onboarding

LEARNING PLAN USING MAESTRO PART-TIME FACULTY ONBOARDING PLAN AND PROCESS

Upon hire and completion of HR paperwork, you are expected to complete specific onboarding and department orientation steps (listed below). The requirements ensure all faculty prepare to work with students through a similar onboarding process.

You must complete the steps below within your first six months of hire to continue as an NWTC instructor:
1. Part-Time Faculty Orientation Training—includes a WTCS overview, NWTC overview, NWTC resources, student services, first day tool kit, and faculty resources
2. FERPA
3. Blackboard Basics for Part-Time Faculty*
4. Starfish 101
5. SMART Classroom Basics*
6. Title IX: Responsible Employee Training
7. Basic A.L.I.C.E. Training

ABOUT MAESTRO
Maestro is a great tool for managing your FQAS-related training and courses and other professional development. In Maestro – a user-friendly, cloud-based system—you can search for, plan, and register for classes. Plus, you can access your training records. Please see your welcome packet for information on logging in to Maestro.
COMPLETING THE FACULTY QUALITY ASSURANCE SYSTEM COMPETENCIES

WHAT IS THE FQAS?

The FQAS was created by the Wisconsin Technical College System to hold each of the 16 WTCS colleges individually responsible for meeting requirements in six key areas – recruitment, selection and hiring, onboarding, mentoring, professional development, and performance evaluation.

The FQAS requires ALL instructors to meet these professional development competencies:

- Student Success
- Behavior Management
- Assessment
- Teaching Methods and Technology
- Embracing Diversity
- Data & Evidence Analysis
- Course Construction

WHEN TO COMPLETE THE FQAS COMPETENCIES

As a part-time instructor, you must complete the FQAS competencies within five years of your date of hire. To ensure you will meet FQAS and NWTC requirements in time to become a fully-assured instructor at our college, NWTC has created a four-year, recommended professional development plan for part-time instructors.

Once becoming assured, you must continue your professional development in the areas of subject matter excellence, instructional excellence and student success.

YOUR LEARNING PLANS

Upon hire, you will be issued three learning plans that outline the requirements of the FQAS in three different phases and due dates.

1. Part-Time Faculty Onboarding Learning Plan – see page 2
2. FQAS Learning Plan A – see page 4
3. FQAS Learning Plan B – see page 5

All training and courses are offered through Blackboard, in-person, or in a blended format. Register in Maestro.

Please Note: Learning Plan A and Plan B due dates will show 1/1/2035 until you are assigned your first class; at that point, Plan A and B due dates will be updated to September 1 of the appropriate year.
**FQAS LEARNING PLAN A**

Complete the required training outlined below during your first and second years of employment as a part-time instructor. You must complete these steps by your Plan A due date to receive additional faculty course agreement and classes.

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
</tr>
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<tbody>
<tr>
<td>1. Teaching Methods &amp; Technology Course (Waived with WI DPI License)</td>
<td>3. Educational Evaluation Course</td>
</tr>
<tr>
<td>• Nine-week online course OR blended with three face-to-face sessions</td>
<td>• Nine-week online course OR blended with three face-to-face sessions</td>
</tr>
<tr>
<td><strong>WHAT YOU’LL LEARN:</strong> classroom management, learning environment, learning plans, difficult classroom situations, alternative delivery modes, support material, teaching students with disabilities, analyzing effectiveness of teaching and learning experience</td>
<td><strong>WHAT YOU’LL LEARN:</strong> how to create an assessment plan, identifying types of assessment, selecting and designing assessments, grading, providing student feedback, and analyzing assessment results to promote learning</td>
</tr>
<tr>
<td>• May take for bachelor’s or master’s credit for a fee</td>
<td>• May take for bachelor’s or master’s credit for a fee</td>
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<thead>
<tr>
<th>YEAR 3</th>
<th>YEAR 4</th>
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<tbody>
<tr>
<td>4. Living Inclusively Course</td>
<td>6. Course Design</td>
</tr>
<tr>
<td>• Variety of course modes</td>
<td>• Nine-week online course OR blended with three face-to-face sessions</td>
</tr>
<tr>
<td><strong>WHAT YOU’LL LEARN:</strong> integration, transformation, and transmission of knowledge about the various cultural groups we serve</td>
<td><strong>WHAT YOU’LL LEARN:</strong> how to utilize the performance-based instructional design process</td>
</tr>
<tr>
<td>• May take for bachelor’s or master’s credit for a fee</td>
<td>• May take for bachelor’s or master’s credit for a fee</td>
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<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>YEAR 4</th>
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<tbody>
<tr>
<td>5. On-Course Workshop</td>
<td>7. Data &amp; Evidence Analysis</td>
</tr>
<tr>
<td>• One and a half-day workshop OR three evenings</td>
<td>• Offered as an online training within Blackboard</td>
</tr>
<tr>
<td><strong>WHAT YOU’LL LEARN:</strong> learner-centered activities that engage your students to become active, responsible learners, improving student success and retention</td>
<td>• Self-paced learning modules with built in assessments</td>
</tr>
<tr>
<td></td>
<td><strong>WHAT YOU’LL LEARN:</strong> the various tools, terminology, and scorecard results NWTC utilizes to identify key student success initiatives</td>
</tr>
</tbody>
</table>

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FQAS OBSERVATION, DEVELOPMENT GOALS, AND EVALUATION

After meeting all the competencies found in the seven courses and trainings, your final step towards NWTC Assurance is to schedule an observation with your learning leader and complete a performance evaluation. You will receive an email communication as you near the completion of the FQAS requirements outlining these steps in detail.

AFTER BECOMING AN NWTC ASSURED INSTRUCTOR:

CONTINUED DEVELOPMENT

To remain an assured instructor and continue instructing at NWTC, you must continue your professional development in the following areas:

- Subject Matter Excellence
- Instructional Excellence
- Student Success

NWTC offers courses to help you and all faculty meet the FQAS continuous professional development component. Some examples within each area include:

- Subject matter excellence: Direct work within your instructional area, attending a conference/workshop in your industry field, visitation and tour of industry business.
- Instructional excellence: Teaching Methods 2.0 course, Educational Evaluation 2.0 course, NWTC trainings, conference/workshop on educational practices (instruction, assessment, engagement, etc.).
- Student success: Teaching Inclusively course, participation in data days with team and department, creating and execution of team action plans, data and evidence conference/workshop, and NWTC trainings.

Your continued development will be reviewed on a three-year cycle and include a performance review.
YOUR SUPPORT DEVELOPMENT TEAM

DAWN RENTMEESTER
HR Generalist
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KEITH RIESTERER
Technology Consultant
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YOUR NWTC SUPPORT SYSTEM

Your key contacts from the Center for Instructional Excellence (CIE) at NWTC are here to support you in your instructor role while ensuring the onboarding, development, engagement, and retention of all faculty. We are committed to offering various and flexible learning modes to help meet your needs as a part-time instructor.

ABOUT THE CIE

The CIE is a resource center made up of members from the Talent Development and Learning Solutions departments at NWTC. Our mission is to support a culture of student success through the integration of faculty development and performance, maximizing excellence in teaching and learning.

HOW TO CONNECT WITH CIE STAFF

Below you will find the contact information of key individuals who will support you throughout the FQAS process. We look forward to working closely with you as you begin your new career as an instructor and educator. Please don’t hesitate to contact us with any questions or concerns as they arise.