ASPIRE RECOGNITION OF EXCELLENCE IN FACULTY DEVELOPMENT IN A MEDICAL, DENTAL, VETERINARY SCHOOL

APPLICATION FORM

The application consists of the following sections:

SECTION A   SUBMITTER INFORMATION

SECTION B   RESPONSE RELATING TO CRITERIA

SECTION C   CERTIFICATION

SECTION D   APPENDICES – ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION

SECTION A: SUBMITTER INFORMATION

Name of University and School / Faculty: Click here to enter text.	
Address: Click here to enter text.	
Name of Submitters: **1** Click here to enter text. **2** Click here to enter text. **3** Click here to enter text.	**Role in Institution:** **1** Click here to enter text. **2** Click here to enter text. **3** Click here to enter text.
Contact person: Click here to enter text. **Email address:** Click here to enter text.	**Tel:** Click here to enter text. **Fax**: Click here to enter text.
First time application?	**YES** ☐ **NO** ☐
Have you applied for ASPIRE in other areas?	**YES** ☐ **NO** ☐

Key features of the school (not Faculty Development), including date established, graduate or high school entry, program length, curriculum type, distinctive features.
(maximum 250 words)
Click here to enter text.

Accreditation status of the school: date, duration, any conditions, accrediting agency. A copy of the most recent accreditation letter must be appended.
(maximum 100 words)
Click here to enter text.

SECTION B: RESPONSE RELATING TO CRITERIA

This is the main part of your submission.
- Please ensure that you address the criteria listed. If some criteria do not apply to your program, please indicate this.
- Try and avoid repetition and do not feel that you need to fill all available space.
- When you respond to the criteria, you must provide evidence of attaining the criteria and include specific examples to support your submission.
- Please quantify evidence, where possible using numbers or percentages, rather than using terms like 'many', 'a few' or 'several.'
- In the main text, refer to evidence provided, by number, as an appendix. **You may not exceed five appendices.**
- If a link to a website is given, please indicate the specific document(s) that is to be considered.
- For each piece of evidence included in the appendix to support your claim, attach a commentary in English (maximum 100 words) detailing how excellence is demonstrated. The evidence may be in a language other than English. Use appendices sparingly.

Please remember that we are looking to recognise and reward excellence and impact, and the evidence provided by you must be convincing.

CRITERION 1
THE SCHOOL'S FACULTY DEVELOPMENT PROGRAM HAS CLEAR GOALS THAT ARE ALIGNED WITH ORGANIZATIONAL PRIORITIES, IS SYSTEMATICALLY DESIGNED AND EVIDENCE-BASED, AND IMPROVES EDUCATIONAL PRACTICE, LEADERSHIP AND/OR SCHOLARSHIP.

1.1 The faculty development program has clear goals, is aligned with school goals and priorities, and/or influences organizational culture.

1.2 The program uses a systematic curriculum development model that is informed by a theoretical framework, values, and best practices to design and implement faculty development offerings.

1.3 The program focuses on improving educational practice over time. Additionally, it could also improve leadership and/or scholarship.

- **Please provide text in support of Criterion 1** (maximum 1000 words)

CRITERION 2
THE FACULTY DEVELOPMENT PROGRAM OFFERS BREADTH, DEPTH AND DIVERSE APPROACHES WITH LONGITUDINAL PROGRESSION OF LEARNING OPPORTUNITIES THAT CREATES A COMMUNITY OF PRACTICE.

2.1.	The program provides a wide variety of content and approaches with longitudinal progression of offerings that are targeted toward individual and organizational priorities.
2.2.	The program is inclusive, accessible and actively engages a large number of faculty members.
2.3	The program creates a community of practice for faculty members and faculty developers, positively impacting the organizational climate.

- **Please provide text in support of Criterion 2.** (maximum 1500 words)

CRITERION 3

THE FACULTY DEVELOPMENT PROGRAM HAS SUFFICIENT RESOURCES TO ACHIEVE ITS MISSION, IS CONDUCTED BY FACULTY MEMBERS WITH EXPERTISE IN FACULTY DEVELOPMENT, AND BUILDS CAPACITY BY EXPANDING THE NUMBER OF INDIVIDUALS SKILLED IN OFFERING FACULTY DEVELOPMENT.

3.1. The school encourages and supports faculty development by providing resources needed to achieve goals and sustain activity.

3.2. Faculty developers possess the requisite expertise to provide exemplary faculty development and receive support for their own professional and scholarly development.

3.3. The school has systematic strategies to include and develop a range of faculty developers from diverse backgrounds (full and/or part-time).

- **Please provide text in support of Criterion 3** (maximum 1000 words)

CRITERION 4
THE FACULTY DEVELOPMENT PROGRAM ENGAGES IN ONGOING PROGRAM EVALUATION, AND EXAMINES IMPACT ON INDIVIDUALS, ORGANIZATIONS AND, WHERE POSSIBLE, THE WIDER COMMUNITY.

4.1.   The program engages in continuous and systematic evaluation of the process and impact of faculty development.

4.2   The program engages in reflective critique and quality improvement for faculty development.

- **Please provide text in support of Criterion 4.** (maximum1000 words)

CRITERION 5
THE FACULTY DEVELOPMENT PROGRAM PROMOTES EDUCATIONAL INNOVATION AND SCHOLARSHIP IN FACULTY DEVELOPMENT.

5.1.   The program promotes educational innovation in faculty development.

5.2.   The faculty developers (and where appropriate their learners) conduct research related to faculty development.

5.3.   The faculty developers advance faculty development nationally and internationally.

- **Please provide text in support of Criterion 5.** (maximum1000 words)

SECTION C: CERTIFICATION

Certification by Submitter: *I confirm that the information contained in this application is an accurate reflection of faculty development at (enter name of School)* Click here to enter text.
Signed:
Name of Submitter: Click here to enter text.
Role in Institution: Click here to enter text.

Certification by Dean: *I hereby give permission for this ASPIRE application and confirm that the information contained is an accurate reflection of faculty development in our School.*
Signed:
Name: Click here to enter text.
Title: Click here to enter text.

SECTION D: APPENDICES - ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION

You may wish to attach additional information relating to the criteria outlined above but <u>may not exceed five appendices</u>.

Appendix 1 should be the accreditation letter. You may also provide a URL for where the accreditation evidence may be found.

Appendix 2 up to Appendix 5 may be submitted in a language other than English. However, each appendix must be accompanied by a commentary in English (max 100 words) that summarises the content of the material provided and how it contributes as evidence to support the case for excellence in faculty development.

Where confidential material, for example, relating to finances is included in an appendix, this should be clearly stated at the top of the appendix and noted in the letter accompanying the submission.

List appendices by number (1...5) and title(s).

Please return completed form to aspire@amee.org

AMEE – The International Association for Health Professions Education
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