



## PROCEDURE FOR ESTABLISHING A TEACHING CIRCLE 2023-24

### Step 1: [LINK TO REGISTER YOUR TEACHING CIRCLE](#)

- Use the link above to register your Teaching Circle
- 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

- After registering your Teaching Circle, you will receive an **Enrollment Link** by email to distribute to your members
- Facilitators should share this link with all members to enroll, including the facilitator
- For questions, or if you do not receive your link, please contact **Meigan Robb (mrobb@iup.edu)**

## 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.