AY2022 Fall Semester
Call for applications
Diversity and Inclusion Teaching Assistants (DITA)

The CIL (Center for Inclusive Leadership) aims to establish APU's global brand as a center for research, cultivation, and implementation of inclusive leadership, and to promote and foster inclusive leadership in research, education, and practice.

As part of these efforts, Diversity and Inclusion Teaching Assistants (DITA) has started as a new support system to assist faculty members in practicing and promoting inclusive teaching in classrooms and to provide more TA opportunities that help develop inclusive leadership mindsets among the APU students. We have decided to continue it for the fall semester of AY2022 as well, and are seeking lectures to be assigned.

Note: Inclusive teaching refers to pedagogy that aims to create a learning environment where all students feel welcomed and valued.

１．Purpose

(1) Promote inclusive teaching

(2) Identify effective practices for inclusive teaching at APU

(3) Understand the inclusive climate of APU

(4) Foster inclusive leadership mindsets and practices among students at APU

　*The information and data collected through this support system will be used for CIL discussion papers and DITA Notes for inclusive leadership and inclusive teaching that will be shared with all faculty members and will be made accessible publicly.

２．Overview

Name: Diversity and Inclusion Teaching Assistants (DITAs)

Period: AY2022 Fall Semester

Eligibility: All lecture and instructors who wish to promote and practice inclusive teaching. *Any class size is eligible

Number of assigned assistants: About 20 DITAs, One per class Even if a class already has a lecture TA assigned by the Academic Office, it is eligible.

Student Eligibility: Open to both undergraduate and graduate students

Maximum hours: Up to 50 work hours per DITA, per semester.

Expected main duties for DITA:

(1) Support course instructors with a focus on inclusive teaching practices.
   May include tasks such as supervising and facilitating group work and
   in-class activities, as well as mentoring and advising students.
(2) Attend the assigned training session.
    *Prohibited matters for a lecture TA are also prohibited for DITA.
(3) Answer the survey for DITA provided from CIL at the end of the course.
    It is possible to remain anonymous.

*Instructors may apply for more than one class. However, please note if the CIL receives more than 20 applications, only one application per instructor will be approved and priority will be given to those classes for which a lecture TA has not been assigned and to instructors who have already received confirmation from a student planning to fill the DITA position.

*In addition, application screening will take into consideration the balance in language-basis, college, types of course (language, liberal arts, or major courses), and class size.

3．Applicant's requirements after approval of support
(1) For the purpose of measuring effectiveness, the survey entered at the
    application should be answered again after the end of the lecture, based on the
    experience gained from the implementation of DITA.
(2) To actively practice and promote inclusive teaching in lectures by utilizing DITA.
(3) Supervise the DITA.
(4) Watch the video of the training material on Inclusive Teaching (Lecturer Mary
    Jetter, University of Minnesota) before the class starts. This is not required if
    applicant has previously participated a training session before.
(5) Cooperate in a survey for students conducted by CIL after the course.

4．How to Apply
① To promote more effective inclusive teaching, faculty can designate the student
   they would like to be their DITA in their application. In principle, the student's
   approval should be confirmed in advance before submitting the application.

② Apply via the survey below.
   https://survey2.apu.ac.jp/limesurvey/index.php/341996?lang=en
   *Please submit one lecture per application.
   *If you would like to apply for two or more lectures, please enter applications
    according to the required number of lectures.

Application Deadline: <mark>**September 25 (Sun), 2022**</mark>
*Accepted any time after the deadline as long as there is space available.
  Please note that we will not be able to accept applications when the number of
  applicants has reached the limit at the application deadline.

Required for Application:
(1) Applicant's affiliation and name
(2) Course Name
(3) Student's (DITA) name, affiliation, APU email address, Student ID, and
    confirmation of students' intention
(4) Answer the following questions
   ① In your opinion, what is inclusive teaching? What is it not?
   ② How would you create a positive environment in your classroom so that all
     students feel welcomed and comfortable participating in class?
   ③ How would you help students understand the course learning objectives and
     expectations?
   ④ How would you engage a diversity of ideas and perspectives in your class?
   ⑤ Please describe multiple ways students can engage with your course
     materials and demonstrate their learning in your class.
   ⑥ How would you make group work (if any) more inclusive in your class?
     Notification of results: Applicants will be notified by email.

5．FAQ

Q: Can DITA start working just after an instructor apply?
A: No. After the application deadline, they are required to be screened and the CIL
   administrative staff must check if DITA can work at APU. It may take some time.

Q: Can CIL share the DITA list or suggest available DITA?
A: No. An instructor needs to designate a student for their effective inclusive
   teaching.

Q: Can a DITA work as a lecture TA at the same time for the course?
A: No. An instructor can have 2 students as a lecture TA and as a DITA for the same
course.

Q: Can a course have 2 DITAs?
A: No.

6. Contact information

Center for Inclusive leadership (CIL) Secretariat

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