

## **New guidelines for the University Teaching Fund**

Revised 1/16/01

The Teaching Fund is intended to support teaching improvement and innovation in ways that fall outside the normal role played by departments and schools: funds for the development of new and nontraditional courses and curricula; for interdisciplinary and extracurricular courses and programs; and for inter-school teaching initiatives.

### **Who may apply?**

Any full time member of the Emory faculty who participates in the instruction of students, provided that the faculty member expects to be at Emory at least through the following academic year, is eligible to apply individually or as a member of a group of qualified faculty. In a group application at least one member of the group must be qualified. Support for salary and release time are available only to qualified faculty.

### **Types of Support**

Awards are available for individual faculty members (or small, 2-4 member teams) and to larger groups of faculty or formal entities within the university.

Generally, we anticipate proposals in the \$1,000-\$25,000 range.

The UTC is especially interested in receiving highly innovative, group proposals that might be expected to have significant impact on teaching across multiple academic programs or schools/divisions.

### **Individual Awards**

1. Direct teaching support. Funds are awarded for direct support such as equipment, books, supplies, funding for seminars and symposia, and travel.
2. Salary support (The different financial and accounting arrangements of the schools and colleges may determine the most appropriate form of salary awards. UTC salary awards are subject to fringe deduction, currently 25%.)

The terms of any release time are to be determined by the Applicant, the Applicant's Departmental Chair, and the Dean. Signatures on application indicate that approval for the requested course reduction has been given by the appropriate administrative official(s).

### **Program or Group Proposals**

Flexible support, as appropriate, is available to fund proposals made by groups of faculty. Departments, centers, divisions, schools and other administrative entities, as well as self-formed groups of faculty may submit proposals in this category. Examples of such proposals might include: the development of teacher-training programs for new or junior faculty, a series of seminars or colloquia on educational theory, studies of various teaching or examination skills, or other subjects related to teaching improvement or innovation. The budget request should outline what is needed, the purpose for which it is needed, and which member of the faculty will be responsible for the administration of a grant if awarded. The UTC recognizes that major innovations or large scale change often comes only from ambitious projects that require substantial funding; accordingly, funding requests may be for any reasonable amount. Proposals for large awards will be evaluated under the general criteria listed below.

### **Criteria**

Proposals which address some aspect of teaching and that have the potential to add significantly to learning at Emory

University will be evaluated against the following criteria:

1. Creativity. The proposal is for something new and different that enhances teaching and would not happen without support from the University Teaching Fund.
2. Impact. The proposal is one that will significantly affect one or more academic programs. The impact might be on a large segment of the university community, which could be demonstrated by a description of how it will be shared with other members of the faculty, how it could be replicated, or how many students/faculty would be directly impacted. The impact might also be due to the nature and intrinsic significance of the project.
3. Feasibility. The project can be completed in the semester or academic year for which support is requested, and with the resources requested/available.
4. Effectiveness. The proposal has measurable outcomes. Proposals should contain specific plans for measuring success or failures, or explain why the proposal should be approved despite the lack of a measurable outcome.
5. Emory Relevance. The proposal is consistent with, and supports, the university's vision of teaching excellence, as discussed in *Choices & Responsibility*.
6. Linkages and Leverage. The proposal advances teaching connections between schools or disciplines, involves practical learning, or involves more than one member of the Emory faculty, or is applicable to more than one course. The proposal can lead to funding or other support for continued enhancement of teaching from other sources inside or outside of the university.

### **Proposal Format and Timing**

Proposals should contain the following items:

- Cover Sheet(s):
- Name(s) of proposer(s), Emory affiliation, address, telephone number and email.
- Proposal title.
- Abstract. A brief (3-4 lines) summary of the proposal.
- Signatures. Applications must be signed by the applicant, or in the case of a group proposal the single submission should be signed by all participants in the group. **In addition, the application must be signed by the appropriate Department Chair(s) and Dean(s) indicating approval. Proposals submitted without signature will be returned without review.**
- Amount of funding requested, with an itemized budget and justification for each category of expenditures.
- Requests for travel funds should explain why the necessary work cannot be done locally.

### **Proposal Description (2 to 4 pages)**

Narrative describing as specifically as possible: (a) what is proposed, (b) the perceived need to be addressed by the proposal, (c) how the proposal satisfies each of the criteria listed above. If the proposal is one for course development it should include a statement of the pedagogic rationale. (Proposals are generally not assigned to reviewers from the same discipline. Therefore, proposals should

be written for a general audience.)

One copy of the complete proposal including all signatures and supporting documents should be **submitted no later than 5 p.m. on the first Friday in October or the first Friday in April**. Late submissions will be returned without review. Submit proposals to:

University Teaching Fund Committee

University Senate

313 Administration Building

Attention: Terri Loften

The UTC will select proposals for funding based on the above criteria, and on available funds. Award announcements will be made by the last Friday in April or October, and funds will be accessible July 1 and Dec 1, respectively. **Funds must be expended within one year of their accessibility.**

Proposals made outside of the regular funding cycle may be considered by the UTC on a funds-available basis only in extraordinary circumstances and only upon showing that the proposal could not have been made during the regular cycle. Any such proposals should be accompanied by a one-page cover letter justifying the request for special consideration.

#### **Selection**

At least two members of the University Teaching Fund Committee will evaluate each proposal; the UTC may also request reviews from other Emory faculty under special circumstances. Deans or department heads may be consulted regarding the relationship of the proposal to others from the same unit, or to existing and planned curricular directions within the unit. Award recommendations will be made at a full meeting of the UTC, following discussion of the proposal's merits, reviews, and ranking among all submissions.

#### **Final Report**

At the conclusion of the project a written report of the project is to be provided to the UTC. In addition, each successful applicant must agree to participate in follow-up discussions and evaluations with the UTC as well as other members/groups of the Emory community. The UTC will consider the failure to timely submit reports or participate in follow-up discussions and evaluations when reviewing subsequent proposals for funding from the same school or division.