

**Thompson Center for Learning and Teaching
University of Michigan-Flint**

Faculty Development Teaching Grants
Information

Purpose and Description:

Faculty Development Teaching Grants are intended to encourage and facilitate the development of teaching interests and skills among the faculty, enhance new and existing courses, and facilitate successful teaching and learning. Applications may be submitted by individual faculty members or by groups of faculty members. These grants are designated to provide funds for pedagogical initiatives such as the following:

- Proposals for the provision of funds for course/program related workshops or seminars (including registration fees, materials, travel, and living expenses).
- Proposals for work pertaining to teaching techniques or retooling efforts on the part of faculty related to creating new courses or to improving existing ones.
- Proposals for attendance at a teaching conference not specifically in one's field such as the Lilly Conference on College Teaching or an American Association of Higher Education Conference.
- Proposals to purchase materials or equipment for a course that cannot be funded from other sources on campus (such as technology or library funds). These funds cannot be used to purchase computers or printers. Equipment remains the property of UM-Flint.
- Proposals for work or travel related to the development of course materials to enhance or revise an existing course or design a new one.
- Proposals for funds necessary to initiate projects that will significantly improve the quality of teaching and student learning for courses, programs, departments or units at UM-Flint.

Eligibility for Teaching Grants:

Tenure-track faculty, full time lecturers, full time librarians, and clinical track faculty members holding one-half time or greater appointments for more than one year may apply for Faculty Development Teaching Grants. Each application should be supported by the applicant's chair and be endorsed by the appropriate dean or director. The Advisory Board has set a cumulative limit of \$7,500 for teaching grants to faculty members between sabbaticals.

Application Procedures for Teaching Grants:

Applicants must attend one of the following information sessions (applications will be provided at the sessions):

- Tuesday, October 20, 1:30-2:30 pm, Mott Foundation Conference Room, 1159 WSW
- Wednesday, October 21, 2:30-3:30 pm, TCLT Conference Room, 241 FH
- Wednesday, October 28, 9:30-10:30 am, Oakland Room, 4152 WSW
- Thursday, October 29, 9:30-10:30 am, TCLT Conference Room, 241 FH

Deadlines:

The Advisory Board observes strict adherence to deadline dates. Grant applications will not be considered if received after the deadline (**5pm, Thursday, November 19, 2009**). Furthermore, the Advisory Board will review proposals as submitted and will not contact applicants for additional information unless such information is relatively minor. Proposals that are unclear or incomplete will be returned to the applicant for re-submission at the next round.

Selection Process and Criteria for Teaching Grants:

Each application will be read by all members of the Thompson Center for Learning and Teaching Advisory Board and will be ranked by these readers based on the selection criteria described below. When appropriate, the Advisory Board will seek advice from outside readers as well. **If human subjects are to be used in the project, even for interviews, the application must have clearance from the appropriate Human Subjects Review Committee prior to final recommendation.**

In general, in establishing the final order of rank, the Advisory Board:

1. promotes pedagogical activities on the part of junior faculty members.
2. takes particular interest in proposals that have demonstrable potential for having a positive impact on students' learning.
3. considers the scope of the proposal and the likelihood of its completion.
4. bears in mind the potential value to the University community of any proposed activity, particularly retooling efforts in conjunction with the development of courses.
5. observes a relative balance, other things being equal, in awards among areas or schools within the University.
6. awards requests for \$5,000 and under.
7. considers only one application per faculty member per cycle.

Final Report:

At the conclusion of the project, the principal grant recipient must submit a final report of approximately 250-300 words detailing the results obtained and a final accounting of actual expenses incurred. Final reports must be submitted to the Thompson Center for Learning and Teaching, 241 French Hall.

A request for an extension of time for completing the project and expending the funds beyond the deadline stated in the application will receive consideration by the Advisory Board if submitted prior to the expiration date of the grant.

Guidelines for Evaluating Proposals:

The following guidelines are used in evaluating proposals:

1. Teaching grant funds may not be used as salary for reassigned time.
2. Teaching grants will not fund the payment of any portion of a faculty member's salary.

3. Travel guidelines:
 - Teaching grants will fund:
 - Ground travel (at the current rate specified by UM-Flint; currently \$0.55/mile)
 - Ground transportation (car rental, public transport)
 - Airfare - Please supply a minimum of three quotes for airfare costs
 - Lodging – suggested limit for lodging is \$140.00 per day
 - Teaching grants will not fund:
 - Meals or other incidental expenditures
4. Teaching grants may fund one-time clerical costs.
5. Equipment can be funded if it is necessary for the project. Equipment remains the property of UM-Flint upon completion of the project. Requests for computer equipment must be cleared with Information Technology Services. Teaching funds cannot be used to purchase computers or other technological equipment for which other grants or funding sources are available on campus.
6. The Advisory Board will consider requests for projects during sabbaticals only if they are submitted before the leave begins.
7. Teaching grants can be used for attendance or participation at professional conferences that focus on teaching and related pedagogical areas. They may not be used for attendance at conferences or learned society meetings in the faculty member's discipline since individual units fund these.
8. Teaching Grants will not provide funds for organizing conferences or colloquia to be held at the University of Michigan-Flint.
9. A final report of previous projects funded by a Faculty Development Teaching Grant must be received before new projects will be funded.
10. For projects involving human subjects, partial funding can be given for methods or instrument development, but Human Subjects Review Committee review and approval must be given prior to full funding.
11. Faculty applicants should contact the Office of University Human Resources regarding payments made to either student and/or staff assistants in order to factor in FICA and/or benefit considerations.