Faculty Development Grant for Innovation and Engagement

Introduction/Purpose
The Faculty Development Grant (FDG) is designed to encourage and support innovations in teaching, research or service, and improvements in engagement. The grant is intended for efforts above and beyond normal faculty responsibilities and to assist faculty in developing innovative pedagogy and research. Examples include, but are not limited to: discovery, education, implementing or assessing new teaching strategies. Routine course revision, course development and professional conferences would *generally* be considered normal faculty responsibilities and activities.

Program Description/Detail
The following areas describe the innovation and engagement the Faculty Development Grant seeks to support.

A. *Teaching Innovation:* Encourages faculty to expand their pedagogical knowledge and expertise. Specifically, faculty may try innovative teaching practices and approaches in their classes. The innovation can be something completely new, invented by the faculty member, or a practice new to the faculty member, even if the practice itself is not pioneering in the field of teaching.

B. *Research Innovation:* Expands the knowledge of the faculty member in their area of expertise, and has the potential to relate to class instruction, and course and degree development in both undergraduate and/or graduate academics. As an example, faculty can take courses, attend seminars, and conferences to learn about new and innovative concepts in their fields. (See Funding Restrictions for more examples.)

C. *Service Innovation:* Enables faculty to participate, educate, coordinate or collaborate in a manner which has an impact on teaching, research or engagement. To illustrate, faculty can develop committees, conferences, seminars, etc., to address innovations in teaching, research or engagement.

D. *Engagement:* Focuses primarily on observed student learning deficiencies or problems. Faculty can:
1. Identify gaps between instructor's expectations of students learning and their actual performance.
2. Propose a study to investigate the causes and possible solutions to the deficiencies or problem.
3. Present systematic evidence that explains the problem and how to improve student learning.
4. Culminate in a peer-reviewed scholarly product.
5. Culminate in applied concepts towards improving engagement.

Consistent with the Dillard College of Business Mission and Vision, priority and preference will be given to faculty endeavors which support Teaching Innovation and Engagement.

Award Information
A. *Duration:* One year

B. *Estimated number of Awards:* 5+, funds permitting

C. *Anticipated Funding Amount:* A maximum of $1,500 per applicant for supplies, software, hardware, databases, travel, speakers, etc.

D. *Funding Calendar:* August 31st, January 31st and April 30th of each academic year

Eligibility Information
   A. *Eligible Faculty:* Only Full-time faculty members are eligible for grants.

   B. *Limit on Number of Proposals per Faculty:* The Faculty Development Committee (FDC) may support multiple proposals per faculty member per academic year, but may give preference to faculty members with no prior submission in the current or prior academic years.

Proposal Preparation and Submission Instructions.
The faculty member must submit a Faculty Development Grant Request Proposal form with additional information.

A. **Proposal Information.** Complete the FDG Request Proposal.
- Primary Faculty Member, and if applicable Secondary Faculty Member(s)/Student(s).
- Date of Grant Proposal Submission
- Amount Requested and Budget
- Purpose of the Grant Request
- Expected Output/Outcome
- Benefit to DCOBA/MWSU of the Grant
- Additional Funding Sources Applied for (where applicable).

B. **Additional Proposal Information**
In less than 2 pages, provide the following applicable information regarding the project. If you have requested funding from another source and are requesting a supplementary FDG, you may attach that documentation here in lieu of the Additional Proposal Information.

Teaching Innovation
a. **Description of the teaching innovation**. Describe the teaching changes/innovations you plan to develop or adopt in your class and how this would be different from the way you currently teach. If another applicant is involved, describe the collaborative nature of the project.
b. **Rationale.** Explain the rationale for the changes/innovation.
c. **Assessment**. Explain how you will assess the effects of the changes/improvement on student learning.
d. **Research.** Describe the research project, if any, which may be developed as a consequence of the Teaching Innovation.
e. **Timeline.** Describe the timeline for the project.
f. **Costs.** Detail and explain costs of the project (see Project Budget below).
g. **Additional Supporting Documents**. Also attach any material that would be useful in evaluating your proposal (e.g., cost of technology, brochures of institutes, workshops, etc.).

Research Innovation
a. **Description and objectives**. Describe the project or activity and its objectives fully, and explain how and when the objectives will be attained.
b. **Impact.** Name or list the beneficiaries (students, faculty, etc.), if any, of the research project or activity and describe how they benefit.
c. **Assessment of impact.** Describe how you will assess the impact of the project and the extent to which it achieves the objectives.
d. **Teaching.** Describe the impact of the research innovation on teaching or engagement.
e. **Timeline.** Describe the timeline for the project.
f. **Costs.** Detail and explain costs of the project (see Project Budget below).
g. **Additional Supporting Documents**. Also attach any material that would be useful in evaluating your proposal (e.g., brochures of institutes, workshops, etc.).

Service Innovation

a. **Description and objectives**. Describe the service project or activity and its objectives fully, and explain how and when the objectives will be attained.

b. **Impact.** Name or list the beneficiaries (students, faculty, etc.) from the service project or activity and describe how they benefit.

c. **Assessment of impact.** Describe how you will assess the impact of the project and the extent to which it achieves the objectives.

d. **Teaching.** Describe the impact of the research innovation on teaching.

e. **Research.** Describe the research project, if any, which may be developed as a consequence.

f. **Timeline.** Describe the timeline for the project.

g. **Costs.** Detail and explain costs of the project (see Project Budget below).

h. **Additional Supporting Documents**. Also attach any material that would be useful in evaluating your proposal (e.g., brochures of institutes, workshops, speakers, etc.).

Engagement

a. **Student Learning Problem**. Describe and document the observed student-learning problem and explain its significance.

b. **Describe and Explain the Proposed Investigation.** Describe the purpose of the study and the research strategies you will use to investigate teaching and learning. Describe the intended outcomes of the study in terms of better understanding of, and possible improvements in teaching and learning.

c. **Assessment.** Describe the plan to assess how the project affects student learning. Be sure to describe the anticipated student learning outcomes and how you will measure them.

d. **Product and Dissemination.** Describe the final scholarly product(s), how you intend to share the work with others and how the product can be implemented in the classroom

e. **Timeline.** Describe the timeline for the project.

f. **Costs.** Detail and explain costs of the project (see Project Budget below).

Project Budget

Provide a detailed budget for the project using the following categories as a guideline. Include a timeline of the projected expenditures, and explanation of each expenditure and other funding sources.

Expense Categories for the Faculty Development Grant.

A. Applicants may request support for the following up to $1,500 (Applicants are encouraged to look for additional funding from other sources):

1. *Supplies*

2. *Technology*

   a. *Software or databases*.
   b. *Hardware*

3. *Tuition or fees:* for professional conferences, workshops, institutes, or seminars related to improvement/innovation of teaching, engagement, research or service.

4. *Honoraria:* for outside presenters

5. *Travel:* will be considered only if directly related to the faculty development project and activities

B. *Funding Restrictions*. The FDC will not fund requests for:

1. Funding for the sole purpose of attending professional or general seminars or conferences. As stated, the funding must be directly related to the purpose of FDG and address an innovation or engagement. Some examples where funding may not be approved include, but are not limited to:
   - Funding for a research presentation which does not address innovation or engagement.
   - If a faculty member attends a seminar or conference and prior to, during or after the seminar or conference there is (coincidentally) a general seminar or conference on teaching innovations and engagement, funding will not be awarded unless the faculty member can provide evidence regarding specific impact on innovation and engagement.
2. Activities considered to be part of normal faculty responsibilities.
3. In general, Faculty Development Grants for international travel will not be considered.

Due Date and Submission

August 31st, January 31st and April 30th. Faculty must submit FDG Proposals on August 31st, January 31st and April 30th of each academic year. Once materials have been submitted to the Chair of the Faculty Development Committee, the committee will convene to review proposal(s). August 31st will be the primary funding deadline. In the event funding is exhausted, no submissions will be accepted for subsequent deadlines. Faculty are then encouraged to apply in the following academic year.

Proposal Processing and Review Procedures

A. The committee will use the following criteria to evaluate the quality of all Faculty Development Grant proposals.
1. Overall impact
   a. Extent and quality of innovation and improvement in student learning, engagement, teaching, research and service. In what ways and to what extent will the activities contribute to innovation and improvement in student learning, engagement, teaching, and curriculum?
   b. Extent and quality of professional development of the faculty member. In what ways and to what extent will the activities contribute to the professional development of the faculty member(s), their Department(s), DCOBA and MWSU? How will those activities contribute to innovation, research, teaching, student learning, and engagement?
2. Creativity and innovation
   a. In what ways and to what extent does the proposed project represent a creative or innovative solution to a problem addressed in the project description?
3. Quality of the written proposal
   a. Proposals should be addressed to a non-specialist audience, therefore, is the proposal comprehensible to a non-specialist audience? Please clarify terminology and acronyms and minimize jargon.
   b. Is the proposal complete and in the proper format? NOTE: The committee may decide NOT to review proposals that omit information or where details are lacking or vague or give other projects priority where information is clear and complete.
   c. Are goals for the proposal clear and well supported? Do they align with the goals for the category/categories for which the applicant applied (Teaching Innovation, Research Innovation, Service Innovation, AND/OR Engagement)? To what extent does the project encompass all Innovation areas and Engagement?
   d. Is the assessment strategy a substantive and appropriate way to evaluate the project?

4. Applicant's ability to complete the project successfully
    a. Does the applicant have the experience and training necessary to carry out the project?
    b. Does the proposal clearly specify how and when the project will be conducted?
5. Appropriateness of the expenditures
    a. Do the funds requested seem appropriate to carry out the project?
    b. Does the proposal clearly specify how the funds will be spent?
    c. Is the cost of the project reasonable in light of the potential benefits?

 B. Review and Selection Process:
    Proposals will be reviewed and approved by the Faculty Development Committee and submitted to the Dean of the DCOBA for review and signature.

Award Administration Information
A. *Notification of Award*: Grantees will be notified of their award by letter and/or during DCOBA Faculty College meetings.

B. *Award Conditions:*
    1. The FDC may award FDGs lower than the amount requested by the faculty member contingent on the number, quality, and overall impact of the proposals received.
    2. The FDC may consider the number and quality of previously funded grants for a given individual.
    3. The committee will **NOT** award a grant to a faculty member denied reappointment or if an individual has not completed prior FDG projects.

C. *Reporting Requirements:*
The faculty member is required to report on prior FDGs. Information regarding completed publications, presentations, citations, use (effectiveness, improvements) in class, etc. should be communicated to the FDG Chair or Committee Members.
 1. Upon acceptance of the FDG, information regarding the faculty and the FDG proposal will be posted on the DCOBA website.
 2. Upon completion of the sponsored project, the faculty is required to report what was learned, changed or accomplished to the FDG chair. Their report will be posted on the DCOBA website.

 Contact for More Information:
Questions, if any, can be directed to any member of the Faculty Development Committee and/or the dean of the DCOBA.