Faculty Development Competitive Grant Guidelines
Academic Year 2019-2020

Faculty development grants are intended to strengthen the quality of teaching at UCA. These guidelines have been designed to assist faculty in preparing requests for support through the Faculty Development Committee appointed by the UCA Faculty Senate.

Criteria For Selection
The following criteria will be used in the evaluation of all Faculty Development Grants (FDGs). This is not an inclusive list; other relevant criteria may be applied as warranted.

1. The proposal has a clear rationale and a set of well-defined learning objectives for the enhancement of instruction.
2. The proposed activity emphasizes pedagogical issues and/or teaching methods more so than course-related content.
3. If the activity involves attendance at a conference, the conference agenda ensures active participation.
4. The proposal describes the potential impact of the project.
5. The proposal indicates the classes (with annual enrollments) affected.
6. The proposal has a clear and accurate budget breakdown, including other anticipated funding sources.
7. The proposal's budget cites the correct amount of per diem for the location.
   a. Travel costs for hotel, food, and mileage are governed by the federal per diem rates found at: http://www.gsa.gov/portal/content/104877. Variance from these rates requires justification according to the travel regulations (http://uca.edu/financialaccounting/travel/).
8. The proposal has support from the department chair and college dean.

Faculty Development Committee Charge
The Faculty Development Committee is charged with fostering “curricular and course improvement and assisting faculty in improving teaching.” Among its activities in supporting these goals, “the committee reviews applications from faculty members to support, fully or in part, activities related to the development of curriculum and faculty instruction.” (Faculty Handbook, p. 70)

Types of Faculty Development Grants
This academic year there is $35,000 available for FDGs divided across four deadlines: September 28, November 16, February 1, and March 15. Funding levels will no longer vary based on mode of instruction (i.e., face-to-face/hybrid versus online teaching). Grants will typically be funded up to $750 per applicant.
General Guidelines

Curriculum and Instructional Development Grants
This program is provided to support faculty development activities related to developing curriculum and/or enhancing teaching effectiveness. Travel to a professional conference where sessions are primarily oriented to disciplinary research is typically not supported. The Faculty Development Fund is not an alternate source of funds for conference travel.

Although Faculty Development Grant funds are not intended as an alternate source of funding travel for the purpose of presenting at a conference, an applicant may present a case for activities at the conference that do meet grant guidelines. Making a presentation does not automatically exclude an application from funding consideration. The applicant must build a compelling case for the pedagogical impact of conference participation. Improvements that will benefit a program or curriculum may be given preference over those that will impact only a single course.

Workshops, Courses, Professional Meetings
Although participation in any one of the above may be defined as faculty development, the committee does not fund attendance at professional meetings and conferences not related to strengthening teaching and learning; that is, not related to the acquisition and/or improvement of skills or knowledge relevant to faculty's teaching responsibilities. The relationship can be to current or future courses or programs.

Acceptable activities or meetings may focus on instructional design, content, or methodology. All proposals must include proper documentation such as the program and specific sessions the applicant plans to attend. The applicant must demonstrate that the conference, workshop, or course has an agenda that will ensure active participation. The activity or meeting should be justified by explaining how it will improve the applicant’s teaching.

Specific Guidelines

1. Proposals related to the enhancement of pedagogy are more highly valued than proposals designed to enhance knowledge of subject matter. Applicants should emphasize the relationship of the proposed activity to pedagogical challenges, opportunities, and applications.

2. The committee shall not recommend funds for salary remuneration, stipends, reassigned time replacement, office help, or office supplies. Items ordinarily eligible for funding include travel expenses, registration/tuition, and required course materials.

3. A faculty member may only receive one faculty development grant per academic year.

4. Support is generally not provided to faculty to attend the same conference in two consecutive years.
5. Due to limited funds, the Faculty Development Committee is less likely to fund more than one faculty member to attend the same event. Preference would go toward funding one individual to bring back to campus the newly acquired knowledge/skills.

6. Recipients should be willing to share with the campus community what they gain from the funded activity (e.g., through a CTE program, blog post, etc). The final report will be written as a blog post.

7. The typical grant award does not exceed $750; however, higher amounts will be considered depending on available funds.

8. If you are unable to use your grant money in the current fiscal year, it must be returned to the Center for Teaching Excellence so that it may be reallocated. (Note: This does not apply to summer grants intended to be used for faculty development activities that cross fiscal years.)

**Completing and Submitting the Application**

Please complete the application in Microsoft Word. Upon completion, please email to cte@uca.edu. On your behalf, chair and dean approvals will be sought by the Center for Teaching Excellence (CTE) staff. Feel free to follow up with your chair and/or dean at your convenience. The CTE will then make the proposals available electronically to the Faculty Development Committee for review.

**Responsibilities of the Recipient After Receiving the Grant**

Grant recipients must submit a final report no later than three months after the grant is awarded.

The report should be written as a blog post to potentially be shared with the UCA community on the CTE blog Teaching Matters @ UCA. Hence, you craft your report to benefit UCA’s faculty at large. Blog posts are typically 250 words or less.

- Evaluate how the project met your expectations and projected learning goals.
- Analyze the project’s impact on your teaching. How have you grown as a result of completing the project?
- In addition to this blog post report, how have you or will you share what you learned with your faculty colleagues?

New proposals by grant recipients will not be considered until a final report in the form of a blog post has been received by CTE. Confirmation of the report will be provided to your chair and dean.