

2018-2020 TEACHING ENHANCEMENT AWARDS CALL FOR PROPOSALS

PURPOSE

The Teaching Enhancement Awards (TEA) were established to promote the scholarship of teaching and learning at Cleveland State University. In keeping with the University's mission of student success, this year's awards will continue to focus on faculty who are interested in initiating and developing projects that make substantial changes in pedagogy or delivery methods based on current education research that will enhance student success and retention. Lower division classes with high enrollment are the primary target for this round of awards.

ELIGIBILITY

Teams of full-time faculty, including regular tenured faculty and tenure-track appointments, and college lecturers are eligible to apply in one of the two categories listed below:

- 1) Teams of at least two faculty members whose proposal is aimed at revitalizing a lower division course (100-200 level) with an enrollment of 100 or more students per academic year (across all sections of the course).
- 2) Team of at least two faculty members whose proposal is aimed at revitalizing a lower division course (100-200 level) with fewer than 100 students per academic year.

DETAILS OF AWARD

- The team will receive a total summer stipend of \$8,800. Teams will elect how they will split the stipend.
- The awards will be paid out as follows:
 - \$2,000 per team in summer 2019
 - \$6,000 per team upon completion of project and submission of report in June 2020

PROJECTED TIMELINE

November 2018- there will be two optional informational meetings about preparing the proposal:

- Tuesday, November 13 from 10:00 am to 11:00 am in BH 212

OR

- Monday, November 26 from 10:00 am to 11:00 am in BH 212

Click this link to register, you will receive a confirmation of your registration:

[Registration Link for TEA Awards Information Meeting](#)

If individuals are unable to attend one of these two sessions, you are welcome to email Dr. Joanne Goodell at j.goodell@csuohio.edu to schedule a ½ hour appointment to discuss your proposal.

Monday, January 7, 2019 – Course revitalization proposals are due

January 2019 – Proposals selected for funding by the CFE Director and Review Panel

Friday, February 1, 2019 – Notification of award status

Spring 2019 – Optional TEA Teaching Academy for award recipients (dates/time TBD)

- **Teaching Strategies Workshop**

This 1.5 hour workshop is geared specifically toward the best practices in the field and will investigate and discuss current teaching and classroom assessment strategies.

- **Evaluation Strategies and Project Closeout Report workshop**

This 1.5 hour workshop looks at evaluation strategies, as well as the TEA requirements and suggestions for the closeout report.

April 22, 2019 — Present a brief overview to the Provost at the Provost’s Teaching Summit

Spring/Summer 2019 – Course development by selected faculty

Summer 2019 – Payment of \$2,000 stipend to team

Fall 2019 — Mandatory meeting, update check-in with the CFE Director

Fall 2019/Spring 2020 – Pilot of revitalized course

April 2019 – Evaluation of Fall pilot and/or continued Spring pilot of revitalized course

Friday, June 26, 2020 – Final evaluation report is due; balance of stipend will be paid after receipt of final report.

REPORTING REQUIREMENTS

A final report must be submitted to the Center for Faculty Excellence no later than June 26, 2020. The report should include the evaluations of the course pilots for both Fall 2019 and Spring 2020. The report should also include a summary and critique of the course revitalization and suggestions for further improvements. The final stipend payment will be made once the final report has been received.

APPLICATION REQUIREMENTS

The application must be prepared using a 12-point or larger font, single-spaced, on 8 ½ x 11” paper with 1” margins and should consist of the following sections:

Section 1 Cover Page: The application cover page is provided (attached to the email announcement) as a MS Word document and has to be completed in its entirety.

Section 2 Project Description (Maximum 5 pages):

A: Course Description. Include the course title along with the catalogue description and the number of students who enrolled in this course during the two most recent offerings. Briefly explain why students enroll in this course (e.g. is it a major requirement, general education course, etc.). Outline the major goals and intended outcomes of the course.

B: Problem and Purpose. Provide details of the problems or issues faculty and students typically encounter in this course, citing data to support your case where appropriate. Clearly outline the changes you are planning, making reference to “best practices” in teaching and learning that support your plan. Discuss the potential impact of your changes. Provide an overview of your project that explains the significance of this course to student retention and success at CSU.

C: Evaluation. Clearly outline how you will evaluate the success of your initiative. Using the data cited in Part B above as a starting point, be specific about what data will you collect

and analyze during and after the trial period to demonstrate the impact of the proposed changes.

Section 3 Description of Team Members and Roles (Maximum 1 page per team member)

Describe the qualifications and background of each team member outlining his or her motivation for wanting to be part of this project. Further, clearly describe the role of each team member in teaching this course in previous semesters, in the piloting of the revised course, and in designing the course. Explain and justify how you will split the stipend among the team for both the first and second year.

Section 4: Teaching Philosophy (Maximum 1 page per team member)

Provide summary of each team member's teaching philosophy.

Section 5: Abbreviated Curriculum Vitae (Maximum 3 pages per team member)

Provide an abbreviated curriculum vitae for each member. Include details of education, dates attended, field(s) of study and degrees granted. Include employment details and list of courses taught at CSU in the last 3 years (or fewer if you are a faculty member who has been at CSU fewer than three years). Include any publications, presentations or professional development attended related to the scholarship of teaching and learning.

While some technology related aspects may be included, the primary focus should be on incorporating better teaching and learning strategies.

Note: Faculty who would like to use the data collected and results of this project for future conference presentations or publications should consider getting IRB approval for a research project.

DIRECTIONS FOR SUBMITTING THE PROPOSAL

Applicants are required to use the official cover page attached to the email announcement which is a MS Word document. Once all sections of the proposal are complete, please consecutively number all proposal pages in sections 2-5, then compile the cover page with sections 2-5 into a single PDF file. Use the following naming convention for your file.

leadfacultylastname.initial_TEA_Proposal_17-19.pdf

For example, mine would be goodell.j_TEA_Proposal_17-19.pdf

Email your application to cfef@csuohio.edu by **5pm on Monday, January 7, 2019**. The subject line should read "2018/2020 TEA Proposal".

Questions concerning the TEA may be addressed to Dr. Joanne Goodell, 216 687-5509/5426 or j.goodell@csuohio.edu

CRITERIA

The Director of the Center for Faculty Excellence will evaluate TEA proposals in conjunction with a group of senior faculty who have demonstrated teaching excellence. The evaluation form that will be used to evaluate the proposals is provided below. With faculty reviewers from many different fields across the University, the proposal should be written in a manner that is clear and unambiguous so that the proposal is understandable to readers completely outside the discipline.

2018-2020 TEA Reviewer Evaluation Form

Do **not** put your name on this sheet. Use additional sheets if necessary

Proposal Title: _____ **Proposal No.:** _____

The TEA criteria address the five key components below. With faculty reviewers from many different fields across the University, the proposal should be written in a manner that is clear and unambiguous so that the proposal is understandable to readers completely outside the discipline. Reviewer comments should give constructive feedback that could be used to improve the project and provide possible future direction if the proposal is not funded.

1. The course description, student enrollment motivations, major goals and intended outcomes of the course are clear and appropriate to the intention of the Teaching Enhancement Award program (up to **4 points**) _____

Comments:

2. The problem and purpose are clearly described and supported with appropriate data and discussion of best practices. (up to **6 points**) _____

Comments:

3. The evaluation plan is appropriate to the initiative, and will enable the team to determine the success of the changes and what aspects to consider in ongoing improvement efforts. (up to **6 points**) _____

Comments:

4. The team members' prior experiences, motivation, teaching philosophy and roles are clearly outlined with appropriate justification of stipend division. (up to **3 points**) _____

Comments:

5. The proposal adheres to formatting and page limit guidelines (1 **point**) _____

Comments:

Total (max 20 points) _____

Center for Faculty Excellence
2018-2020 TEACHING ENHANCEMENT AWARDS Cover Page

PROJECT TITLE: _____

FACULTY TEAM MEMBERS:

	Name	Rank	Department	Department	Email
1.					
2.					
3.					
4.					

BRIEF DESCRIPTION: (limit 75 words)

Checklist of Requirements:

- Section 1 - TEA Cover Page
- Section 2 - Project Description (maximum 5 pages)
- Section 3 - Description of Team Members and Roles (maximum 1 page per team member)
- Section 4 - Teaching Philosophy (maximum 1 page per team member)
- Section 5 - Abbreviated Curriculum Vitae (maximum 3 pages per team)

All proposal items are to be assembled in one electronic PDF file (including this Cover Page)

REQUIRED SIGNATURES	
Applicant Signature	Date
Department Chair Signature	Date
Academic Dean Signature	Date