

UNIVERSITY OF NORTH FLORIDA
SUMMER TEACHING GRANTS
Summer 2010

PURPOSE

Summer teaching grants are provided by the Office of Academic Affairs to support faculty in developing improved or innovative instructional strategies for use in current or new courses. These proposals may focus on technology-based innovations or other forms of instructional innovation/improvement. They may extend current University or college initiatives, such as the development of web-enhanced courses or the use of learning communities, or examine other methods of strengthening the University's curricular offerings.

In order to advance two initiatives that have been identified as university priorities, Academic Affairs is especially interested in funding at least a few quality proposals (no more than 10% of total grants awarded) focused on a) community based research or learning, and b)diversity. More information may be found at: www.unf.edu/acadaffairs/grants.html.

The Office of Academic Affairs regards it as important for the well-being of the University that these grants be widely distributed across the University's disciplines. Preference will be given to proposals that will be implemented during the **2010--2011 academic year**. These grants are competitively awarded to the most meritorious proposals, providing a \$7,500 stipend to selected faculty members for their use in the **Summer A term**.

ELIGIBILITY

The grant program will provide support in the amount of \$7,500 each. All instructors, tenured faculty and tenure-earning faculty are eligible, subject to the restrictions below:

1. Faculty who have previously received a Summer Teaching Grant and have not submitted a final report satisfying the reporting requirements are ineligible;
2. Faculty who intend to terminate employment or leave UNF, or, faculty who have been notified by the University that they are on terminal notice and will not receive a contract during the next academic year are ineligible. Faculty receiving this award are expected to remain at UNF for the following academic year.
3. Faculty will agree to teach no more than one four-credit class or be assigned one course release during the summer of the award.
4. Only one summer grant (Teaching, Scholarship, Proposal Development) per person.
5. Only one summer grant application per category (Teaching, Scholarship, and Proposal Development) per person.
6. Grantees must wait a year if they have been awarded a grant two consecutive years *in this category (teaching)*.
7. Faculty who receive guaranteed or competitive summer support from one of the colleges, hold endowed positions, for example Kip or presidential professorships, are not eligible for simultaneous funding from the Academic Affairs summer grant program.

APPLICATION PROCEDURE

The deadline for the 2010-2011 award year is Friday, **October 30, 2009**. Applications must be received by the Office of Academic Affairs no later than 5:00 p.m. on the deadline dates. Late or incomplete submissions will not be considered. Applicants are reminded that their proposals will be read by faculty outside of their immediate discipline. **When preparing the applications, it is essential that the applicant use language that can be understood by the reviewers.** Applications must be accompanied by a completed University of North Florida Summer Teaching Grant acknowledgment form, a completed University of North Florida Summer Teaching Grant cover sheet and a brief vita (no longer than two typed pages).

Application narratives should be no longer than five pages, double-spaced, 12-point font, Times New Roman, 1-in margins (not including the vita) and should include the following information:

1. An overview of the proposed instructional innovation, with a rationale;
2. A description of the course or courses involved. Indicate whether each course is an undergraduate or graduate course. Indicate whether it is a required course within a major or a service course;
3. A description of the students who will be served by this course;
4. A detailed description of the activities that will take place during the summer;
5. If there is technology or other materials required for the grant, include a list of the technology/materials that will be used. Indicate if these materials are currently available, or if they are to be purchased out of any part of the summer teaching grant monies or through another source;
6. A description of the products or outcomes that will be developed as part of the proposal; and
7. A description of the method of evaluation that will be used to determine the success of the proposal, including a statement of the objectives and methods of measurement and a time line for the evaluation.

REVIEW PROCEDURES

Proposals will be reviewed by the Faculty Association's Committee on Faculty Enhancement. The chair of the Committee on Faculty Enhancement will send a report of the Committee's recommendations to the Provost and Vice President for Academic Affairs, who will make the final determination of grant awards. In the event that proposals of equal merit are submitted, preference will normally be given to tenure-earning faculty, and to those who have not previously been awarded Summer Teaching Grants. Notification of grant awards will be by letter by the end of the fall term.

EVALUATION CRITERIA

Criteria for review will include:

1. The creativity of the proposal;
2. Innovative content of the proposal;
3. The relevance of the proposed innovation for the course(s) involved;
4. The inclusion of a coherent, detailed evaluation component;
5. Clarity and effectiveness of written proposal; and,
6. The overall quality of the proposal.

FINAL REPORT

The grant recipient must file a final report with the Office of Academic Affairs by **September 10, 2010**. The final report should be brief (a maximum of three pages in length) and contain a detailed description of the results from the grant. The report must include the following sections:

1. An account of specific activities performed or actions taken and a summary of resulting products of the grant.
2. A description of the students impacted by the funded activities/resources, including:
 1. Impact to student learning outcomes
 2. Results of the evaluation/assessment plan described in the grant application
3. A discussion of plans for dissemination of results to the UNF community or in specific scientific journals, conferences, and other scientific forums
4. A listing of ongoing activities (e.g. permanent changes to curriculum or other pedagogical structures, grant applications, scholarship of teaching and learning publications) and/or other important indicators of progress

Enclose with your submission:

1. ONE copy of the 'Acknowledgement Form' on top of the submission.
2. The original, 4 hard-copies of the ENTIRE application, and an electronic copy emailed to Marianne Jaffee at mjaffee@unf.edu in the Academic Affairs office
 - **Each copy of the application should include the following sections:**
 - Cover sheet
 - Application narrative (no longer than 5 pages, double-spaced, 1-in margins, 12-point font, Times New Roman)
 - Curriculum Vita (2 pages max)
3. **Staple** (no paper clips please) all of the sections together for each copy of the application.
4. Secure the entire package (Acknowledgement form, original, 4 copies) with a clip or rubber band.
5. Do not include cover letters or other supporting attachments.
6. Do not put the documents in report covers.
7. If previous awards have been received, include a summary of the outcomes of these awards (Appendix A).

ACKNOWLEDGEMENT FORM
SUMMER 2010 TEACHING GRANT PROGRAM

Applicant's name: _____

Proposal Title:

Department/Campus Address: _____

Campus Telephone number/Email: _____

A complete application package must be delivered to the Office of Academic Affairs, JJ Daniel Hall, Room 2500 no later than 5:00 PM on Friday, **October 30, 2009**.

A copy of this form will be returned to you acknowledging receipt of a complete application.

Academic Affairs will complete the section below:

Received By: _____

Date Proposal Received: _____

Application Checklist:

Original, and electronic copy and 4 paper copies submitted _____

Application narrative:

No longer than five pages (not including the vita) and should include the following information (**double-spaced, 12-point font Times New Roman, 1-inch margins**):

1. An overview of the proposed instructional innovation, with a rationale;
2. A description of the course or courses involved. Indicate whether each course is an undergraduate or graduate course. Indicate whether it is a required course within a major or a service course;
3. A description of the students who will be served by this course;
4. A detailed description of the activities that will take place during the summer;
5. If there is technology or other materials required for the grant, include a list of the technology/materials that will be used. Indicate if these materials are currently available, or if they are to be purchased out of any part of the summer teaching grant monies or through another source;
6. A description of the products or outcomes that will be developed as part of the proposal; and
7. A description of the method of evaluation that will be used to determine the success of the proposal, including a statement of the objectives and methods of measurement and a time line for the evaluation.

Curriculum Vitae

Abbreviated vitae with information relevant to this proposal should be provided. **Limit this section to two pages single-spaced using 12-point font, Time New Roman, 1-inch margins.**

Appendix A

Please provide a summary of the outcomes for previously awarded Summer Grants.

Summary of past Teaching Awards:

Summary of past Scholarship Awards:

Scholarship Award Outcome(s) – if applicable, include full citation of where work/proposal was submitted, published, shown, etc.,

Summary of past Proposal Awards:

Proposal Award Outcome(s) – include information on proposal submission (funding source proposal was submitted to, success at securing outside funding source)