



OFFICE OF THE EXECUTIVE
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TO: All Faculty

FROM: Mary Trachsel, Chair, Council on Teaching
Tom Rocklin, Senior Associate Provost for Undergraduate Education

DATE: September 4, 2007

SUBJECT: Instructional Improvement Awards

The Council on Teaching is now accepting proposals from **faculty and staff directly involved with student instruction** for special funding to support instructional initiatives that will make exceptional and specific contributions to learning.

Proposals should be prepared using the attached form. The original and 13 copies should be received in the Office of the Provost, 111 Jessup Hall, by Wednesday, November 7, 2007. The funding period begins January 1, 2008 and funds must be used or encumbered by June 1, 2008. Project directors must submit a report on funded projects to the Council on Teaching by September 1, 2008.

These awards ordinarily do not exceed a funding level of \$5,000. Depending on available funds and the proposal pool, some proposals may receive partial funding; therefore, applicants must clearly prioritize the most essential budgetary elements of the proposal. **Faculty salaries will not be supported from this source**; it is the responsibility of the applicant to make clear how the funds will be used beyond salary. Wages for graduate students may be requested, but the project must be sustainable without this funding after the period of the award.

In general, the Council has few preconceived notions about the range of acceptable proposals and will evaluate proposals on a case-by-case basis. It should be stressed that normal course revision efforts do not fall within the scope of this program. Proposals for development of new courses and new course materials will be considered as well as requests to fund faculty travel to teaching workshops to aid in this type of development. Except in very rare cases, awards will not be made to continue projects begun with funding from a previous Instructional Improvement Award. The Council will not fund a proposal whose author received an award in the previous year.

Criteria considered in reviewing applications are:

1. Clarity of project objective
2. Evidence of innovation/improvement
3. Rationale/need for instruction
4. Impact, including direct instructional benefits to students, value to department educational mission, size of audience
5. Detailed evaluation plan
6. Budget detail with justification
7. Probability of project completion
8. Sustainability

The proposal should articulate the reasons for the particular approach to instruction and justify the approach in comparison with others. Proposals should present a clear description of the reasons such funds cannot be obtained by normal means and whether the applicant is concurrently seeking support from other sources. Matching funds from your department are encouraged but not required. Because applications will be reviewed by colleagues of varied disciplines, professional jargon and technical terms should be avoided.

Faculty and staff considering projects not clearly covered by these guidelines are encouraged to consult Mary Trachsel, Chair of the Council on Teaching (via email: mary-trachsel@uiowa.edu). The Center for Teaching staff are available (teaching@uiowa.edu) to assist in the preparation of applications.

cc: Council on Teaching
Provost Michael Hogan

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