**Excellence in Teaching Grant - Application Form**

***for funds to be used during the Fall 2018 semester***

The Excellence in Teaching Grants have been established to promote and encourage pedagogical innovation; the awards are not intended to underwrite the purchase of equipment or supplies that would be considered ordinary expenditures of the academic departments. Although larger requests will be considered, the typical award maximum is $500.00.

All applications for the *Excellence in Teaching Grant* must be submitted electronically to the Chair of the Pedagogy Committee (Greg Ryan at ryang@sunysuffolk.edu) as well as CCed to the **Executive Dean’s Office** (Ms. Janet Fenton at fentonj@sunysuffolk.edu) and the applicant’s Department Chair **by 5:00pm on May 4, 2018**. Notification to award recipients will be made in May so that they may plan their activities for the coming semester.

Please complete your application by providing the information requested below. Be as complete as possible, explaining – in terms that those outside your discipline will understand – why your proposal fulfills the intention of the grant.

**Name:**  **Department:**

If applying for a departmental or interdisciplinary Grant please identify all faculty involved:

**Name:**  **Department:**

**Name:**  **Department:**

**Name:**  **Department:**

1. **Amount of Funding Requested by Proposal:**

*(Reminder: Although larger requests will be considered, the typical award maximum is $500)*

Please provide a breakdown of how the funds will be allocated and a justification of how you came to these numbers:

1. **How many students** will participate in the initiative you are proposing through the *Excellence in Teaching Grant* :

Class / Section(s) the program/activity will be associated with:

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1. **Please give a brief description** of the initiative / activity you are proposing for the *Excellence in Teaching Grant.* Be sure to explain how your proposal constitutes a pedagogical innovation, rather than, for example, a change in course content:
2. **Sharing of Results:**  A condition of receiving this grant is that the recipient agrees to share the results of the project funded with the campus community.  This **must** include (1) a description of the pedagogical innovation the grant supported; (2) a detailed description of how you implemented it; and (3) some assessment of how effective it was in enhancing the learning experience of your students.

In addition to preparing a written report or PowerPoint presentation addressing these points (to be posted on the Pedagogy Committee’s online resource repository), you **must** also make a presentation, open to the campus community and suitable for videotaping, about your project and its results.  This presentation will take the form of a presentation at the **Grant Campus Pedagogical Innovation Day** event during the Spring 2019 semester.

**NOTE:  *Failure to comply with the Sharing of Results requirement will result in your department’s budget being penalized the total amount awarded.***

**EXCELLENCE IN TEACHING GRANT**

Developed by Executive Dean James Keane, the *Excellence in Teaching Grant* supports faculty initiatives that foster excellent teaching and the advancement of faculty-student engagement.

**FACULTY ELIGIBILITY**

All classroom and non-classroom faculty (full and part time) serving on the Michael J. Grant Campus are eligible to apply.

**AWARDS**

Individual faculty are eligible for an award up to $500.00 per semester. Larger requests—including those involving department-wide and/or interdisciplinary projects—will be considered, pending the availability of funds. Combined funding from the Executive Dean’s Office and the Office of Campus Activities is approximately $9000 per semester for this program.

**USE OF AWARDS**

The funds awarded by the Grant may be used to underwrite expenditures needed by faculty who wish to introduce new pedagogical techniques or activities. Examples include:

* An invited speaker stipend
* Alternatives to traditional textbooks
* Materials for alternative student projects
* Entrance fee for an off-campus event or activity
* Transportation costs
* Other innovations not listed here!

\*NOTE: APPLICATIONS FOR THE PURCHASE OF INSTRUCTIONAL SUPPLIES/EQUIPMENT WILL ONLY BE CONSIDERED IF THE APPLICANT MAKES A COMPELLING CASE THAT THE PURCHASE WILL PROMOTE PEDAGOGICAL INNOVATION; ORDINARY SUPPLIES/EQUIPMENT SHOULD BE FUNDED THROUGH DEPARTMENTAL BUDGETS.

**SELECTION COMMITTEE**

Awards will be determined by members of the Grant Campus Pedagogy Committee. Formed to highlight and promote pedagogical innovation at the Grant Campus, the Pedagogy Committee is composed of faculty serving as area representatives and interested volunteers.

**DISBURSEMENT OF AWARD**

All costs for speaker stipends, materials, and / or associated fees will be paid in accordance with College policy and procedures in purchasing and reimbursement.  **Applicants unfamiliar with these procedures should be aware that timely disbursement of your award requires strict compliance with College purchasing policy.**  Further information may be obtained from Dr. Keane’s office.  Successful applicants will be given additional direction on the appropriate procedures at time of notification.