The purpose of this document is to establish guidelines for CBE teaching effectiveness grant.

Eligibility

All full-time, CBE tenure-track and tenured faculty who, at the time of application, are either SA or PA, and who are classified as participating faculty, are eligible to apply. This grant is provided for eligible faculty to attend training programs (such as seminars, workshops, or classes) that are relevant to the faculty member’s areas of regular or anticipated teaching and that are consistent with the mission of both the CBE and the University. Such training, and the associated travel, should have minimal conflict with teaching schedules. International travel will be approved only in exceptional cases.

How to apply?

An application to this grant must include the following:

- description of the training program
- full cost of the program, including travel expenses
- start and end date of the program
- statement verifying that the program will involve minimal conflict with teaching schedules
- brief justification describing how the program will help the faculty member to improve teaching effectiveness.

Applications must be received by the department chair at least 5 weeks before the start date of the training program.

Review and approval of applications

Applications will be reviewed and approved/denied by the CBE Administrative Council, with decisions available within 3 weeks from the submission date. Although there is no explicit cap on program costs, the CBE Administrative Council will consider costs when evaluating applications, and expensive programs are less likely to be funded.

Report on impact

Upon completing an approved program, the faculty member must start tracking the impact of the program on student learning and teaching effectiveness, and prepare a one-page report, to be submitted to the department chair within one calendar year from the end date of the program.

All faculty support is subject to funding availability.

(April 8, 2016)