

## 2022-2024 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. **Teams** of at least two full-time faculty, including regular tenured faculty and tenure-track appointments, and college lecturers are eligible to apply. Teams 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), will be given priority.

**Teams** must **document** the details of the problems or issues, outline the changes you are planning, and discuss the potential impact of your changes. As well as provide an overview of your project that explains the significance of this course to student retention and success at CSU.

### PROPOSAL 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 must 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, referring 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 their 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 a 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 (Institutional Review Board) approval for a research project.

### **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 2023
  - \$6,800 per team upon completion of project and submission of report in June 2024

### **PROJECTED TIMELINE**

**Wednesday, February 1, 2023-** there will be one optional informational meetings about preparing the proposal:

If individuals are unable to attend the session a recording will be available on the CFE website.

**February 17, 2023–** Course revitalization proposals are due by 5:00 PM

**March 1, 2023 –** Notification of award status

**March 2023 –**TEA Teaching Academy recipients meet with CFE director.

- Discuss plans and prepare for Provost Teaching Summit Presentation.

**April 12, 2023 —** Present a brief overview presentation at the Provost's Teaching Summit

**Spring/Summer 2023 –** Course development by selected faculty

**Summer 2023–** Payment of \$2,000 stipend to team

**Fall 2023 —** Mandatory meeting, update check-in with the CFE Director

**Fall 2024/Spring 2025–** Pilot of revitalized course

**April 2024 –** Evaluation of Fall pilot and/or continued Spring pilot of revitalized course

**Friday, June 23, 2024 –** 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 23, 2024. The report should include the evaluations of the course pilots for both Fall 2024 and Spring 2025. 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.

## 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\_22-24.pdf

For example, goodell.j\_TEA\_Proposal\_22-24.pdf

Email your application to [cfe@csuohio.edu](mailto:cfe@csuohio.edu) by **5pm on Wednesday, February 15, 2023**. The subject line should read “2022/2024 TEA Proposal”.

## CRITERIA

The Interim 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.

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)
2. The problem and purpose are clearly described and supported with appropriate data and discussion of best practices. (Up to 6 points)
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)
4. The team members’ prior experiences, motivation, teaching philosophy and roles are clearly outlined with appropriate justification of stipend division. (Up to 3 points)
5. The proposal adheres to formatting and page limit guidelines (1 point)

Total (max 20 points) \_\_\_\_\_