

CONCORDIA INTRAMURAL TEACHING GRANT

A. Purpose

The purpose of the Concordia Intramural Teaching Grant (CITG) is to improve learning at Concordia University Wisconsin by encouraging innovative teaching. This Grant is meant to provide a means by which faculty members may buy out a portion of their teaching load in order to pursue an innovative teaching strategy, especially team-teaching.

B. General Guidelines for Grant Proposals

Faculty members who wish to set up a team teaching opportunity for a particular course have three options to deal with the teaching credits related to their load.

- Faculty members may agree to split the TC's of a particular course, or
- Faculty members each earn full TC's for a course if the enrollment of the course reaches 34 students, or
- Faculty members each earn full TC's for a course if they "buy out" the TC's of one instructor with a CITG grant.

Please consult Faculty Handbook 4.211 for a more complete description of each option.

Faculty members who wish to apply for the CITG will follow the procedure below:

- a. they will make a written proposal to the CIRG Committee for money to fund their team-teaching experience, using the appropriate proposal form. They will include:
 - a copy of the appropriate course syllabus;
 - a description of the team-teaching experience, including faculty workload expectations and distribution of duties,
 - a justification of why it takes two (or more) instructors to teach this course,
 - a description of the value that will be added to students who take this course,
 - a designation for buy-out either of overload or portion of regular load,
 - a signoff by the appropriate department chair(s) and dean(s).
- b. CIRG Committee will receive all requests for team teaching by 1 October and will then evaluate and rank those requests based on *pedagogical strength* (which might include such factors as whether the experience provides a unique opportunity for students; whether it is a core, major, or elective course; and how the combination of instructors strengthens the course), *seniority* (those who have not received this opportunity will have precedence over those who have had one), and the *financial resources available* to fund the team-teaching opportunities.
- c. CIRG Committee will allocate the funds and will inform the proposers and Academic Council (at an October meeting). Department chairs and deans will make the appropriate course scheduling changes for the following year. Academic Office will note the TC allocation and payment provisions.
- d. The course will be subject to the normal conditions and expectations of the university.
- e. After the course, the instructors will provide feedback about their experience to the appropriate chair(s) and dean(s).
- f. Unused CIRG funds do not carry over from one academic year to the next.

C. **Timeline**

- Proposals due to CIRG Committee 15 May
- CIRG decisions on proposals due to VPA 15 June

Please Note: Funds awarded must be expended by the recipient before June of the following year.

D. **Proposal Form** - on following page

**CONCORDIA INTRAMURAL TEACHING GRANT
PROPOSAL FORM**

Directions: type in your responses below, print off your proposal, attach the appropriate documentation (including the correct course syllabus), secure the needed signatures, and turn it in to CIRG Committee by 15 May.

Name of person requesting grant funds:

Date

Name(s) of co-instructor(s)

Proposed course (course number & course title)

When will the course be offered? (semester/year)

Please answer the following questions. Be sure to include a copy of the course syllabus with your proposal.

- 1. Why will this course be improved by a team-teaching experience? How will student learning be improved through this effort? What value is added by this proposed change?*

- 2. Please describe how you envision the team-teaching experience, including faculty workload expectations and distribution of duties.*

- 3. Identify the number of TC's and circle the type of TC's for which you are requesting funds.*

___ teaching credits of my regular load

___ undergraduate overload teaching credits

___ graduate overload teaching credits

I endorse this proposal.

Department chair(s)' signature(s) date

Dean(s)' signature(s) date