



BOB SCHIEFFER
COLLEGE of COMMUNICATION

OFFICE OF THE DEAN

DEAN'S TEACHING ENHANCEMENT GRANTS

Applications due by 2 p.m. April 17, 2020

Recipients notified by May 1, 2020

Funds available for expenses incurred between June 1, 2020, and May 25, 2021

Dean's Teaching Enhancement Grants are provided by a generous donor to the Bob Schieffer College of Communication. They are intended to support continuing innovation and improvement in teaching by any full-time faculty member in the college.

In the April 2020 round of granting for fiscal year 2020, at least five grants of up to \$1,750 each in reimbursement of teaching innovation and improvement expenses will be available. The grants are intended for reimbursing expenses incurred in conducting, rather than presenting, work to improve teaching or innovate in teaching. That may include, but will not be not limited to, these sorts of expenses: travel (airfare, hotel, mileage, food, etc.) and/or registration for conferences or workshops attended for the purpose of learning new teaching methods or skills; or purchase of supplies or services required to improve teaching.

The grants may not be used for the following: salary support for the faculty awardee; payment of stipends or honoraria to faculty members, consultants or other personnel; or purchase of permanent equipment or supplies (such as video cameras or software) that should ordinarily be provided by an academic department.

Dean's Teaching Enhancement Grant applicants must provide the application materials outlined on the next page, submitting them in an electronic format to j.stayton@tcu.edu by no later than 2 p.m. April 17, 2020. Paper applications may not be submitted. Applications for Dean's Teaching Enhancement Grants will be reviewed by members of the Dean's Council, which will provide feedback to the Dean, who will make the awards.

Dean's Teaching Enhancement Grants are offered on an annual basis. It is expected at least three grants will be made per fiscal year (June 1 through May 31). In any given granting application cycle, preference will be given to full-time instructors and professors of professional practice whose primary responsibilities are teaching. Preference also will be given to faculty members who have not previously been awarded a Dean's Teaching Enhancement Grant and who do not have access to other sources of support for teaching improvement. However, faculty of other ranks and faculty who have previously received Dean's Grants are welcome to apply.



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Applications must be submitted electronically to j.stayton@tcu.edu. Paper applications may not be submitted. Applications must contain the following information:

- Faculty member's name, department, rank and date of appointment.
- Title of proposed project.
- Abstract of the project (minimum 100 words; maximum 150 words) written for an audience outside the discipline.
- Narrative of the project (maximum of two double-spaced pages of 12-point text with 1-inch margins) that explains the context and goals for the work to be conducted with these funds, and addresses how the work furthers the applicant's role as a teacher at TCU.
- Itemized budget and justification (list up to \$1,500 of expenses to be reimbursed, the sources upon which these estimates are based, and the reason they are necessary to the conduct of the project).
- List of any other Dean's Grants (Research, Teaching Enhancement or "What's Next?") received.

Applicants must also indicate their agreement with each of the following parameters, should they be awarded a Dean's Teaching Enhancement Grant:

- The faculty member will seek pre-approval from the assistant to the dean (Jean Stayton) for expenses before they are incurred, to insure they are reimbursable expenses.
- The faculty member will submit all expenses for reimbursement by 2 p.m. May 25, 2021, so they may be processed before the close of the fiscal year on May 31.
- The faculty member will acknowledge that if more than \$1,750 in reimbursable expenses are incurred, he or she will be responsible for those expenses.
- The faculty member will submit to j.stayton@tcu.edu a one-page narrative summary of the work accomplished by 2 p.m. June 30, 2021.
- The faculty member will participate in a gathering of college members at which each Dean's Teaching Enhancement Grant awardee will briefly describe his or her work.

Applicants should also attach an electronic copy of their c.v. in standard TCU format.