

**EXCELLENCE THROUGH COMMITMENT  
UNDERGRADUATE TEACHING ENHANCEMENT AWARD**

**GUIDELINES**

**I. Eligibility**

- A. Faculty must hold a tenured or tenure-track appointment.
- B. Faculty may not be on contract for teaching or research assignment, or be on Sabbatical Leave during the period of the award.
- C. Faculty are eligible for an award once every four years. (For example, an individual who received an award in summer 2006, is eligible to apply in 2009 for an award to be received in summer 2010.)

**II. Period and Amount of Award**

- A. Awards will be made only during the period May 16 through August 15.
- B. Salary requested for this award may be up to a maximum of two months of summer salary depending on the project. However, salary funding awarded may be less than the amount requested depending upon budget considerations. Investigators may share the funding of a single award, based on the salary of each participant. If there are four investigators, each will receive a maximum of up to one-half month's salary.

**III. Proposals – All proposals must include the following information to be considered. However, please respond succinctly, and include only strict relevant supporting materials.**

- A. Cover Sheet (see attached). All sections must be completed.
- B. Statement that the proposal objective is either to develop or improve teaching effectiveness of an individual with regards to enhancing the first year of college or the retention of students, or to develop or improve a course at the undergraduate level that will incorporate innovative methods for delivery that will enhance students' first year or the retention of students. (Indicate the nature of the course to be developed or modified; include course objectives.)
- C. Short summary of the project (maximum 250 words).
- D. Statement of specific objectives of the project.
- E. Detailed description of the project should include:

1. Beginning and ending date with intermediate planning schedule.
2. Copy of Form 90 officially approved through the Academic Support Programs (Records & Registration) level for new courses or copy of page from current Undergraduate Catalog listing course.
3. Eventual impact of the project and timeline for implementing and reporting results. Clearly describe the scope of the project including frequency of course offerings, number of students affected directly or indirectly (course may be a prerequisite or required in another department), and mode of delivery (e.g., on or off campus, through interactive multimedia).
4. Departmental support for the project including release time, graduate assistant support, or other-than-salary support.
5. Any joint proposal must specify the responsibilities and activities of each investigator. Investigators will share the funding of a single award based on the salary of each.

**NOTE:** Each proposal that is funded will be provided with a maximum award of two months of salary. This means that if a proposal is authored by two co-PIs, then each PI will be awarded only a single month of salary. If the proposal has four PIs, then each PI will receive only two weeks of salary.

- F. Evaluation procedures. This section will address planned evaluation of the project by the grantee, including the method to determine the extent the objectives have been achieved.
- G. Letters of recommendation by the Department Chair and Dean must be included with the proposal.
- H. If a college has more than one proposal, the Dean must provide a letter of transmittal to the Provost and Vice Chancellor prioritizing the importance of the proposals based on collegiate need for the professional development activity.
- I. A copy of the curriculum vitae from the principal investigator(s) applying for the award.

#### IV. **Deadline for Application**

A faculty member desiring to participate in this award must submit electronically as a single document the proposal, curriculum vitae and administrative support letters through the Department Chair (or other appropriate administrative officer, if not in a department)

and Dean to [awards@siu.edu](mailto:awards@siu.edu) in the Office of the Associate Provost for Academic Affairs.

Faculty members should check with the Department Chair or Director for the appropriate Department and College due dates.

V. **Date Awards Will Be Announced**

During the Spring Semester 2010

VI. **Reporting**

If the proposal is funded, the recipient must submit a written report that summarizes the progress made within one semester of the conclusion of the award period. Normally, these reports average two pages in length. An individual who does not provide a written report will not be eligible for future professional development awards.

In addition to a written report, an individual must schedule a seminar to discuss the results of the project. The date and place of the seminar shall be distributed widely and include the Department Chair, Dean, and Associate Provost for Academic Affairs.

The evaluation form attached to this material is used by the **Undergraduate Teaching and Curriculum Committee** to evaluate proposals. The form is attached for information and may be helpful as a checklist to ensure that all of the required information is included in the proposal.