

TEACHING SUPPORT GRANT GUIDELINES

Berry College funds the Teaching Support Grant program to encourage faculty members to engage in professional activities which will enhance their growth as teachers and contribute to the goals and objectives of their respective schools and departments as well as the institution. The program is divided into two categories: (1) Innovative Teaching Grants (2) Teaching Development Travel Grants

INNOVATIVE TEACHING GRANTS

Innovative Teaching Grant Application

Innovative Teaching Grants award funds of up to \$1,000 per grant cycle (fiscal year). **All full-time faculty on a continuing appointment are eligible to apply for an Innovative Teaching Grant.** These teaching grants support proposals that enhance the faculty member's teaching. Some examples are: the development of innovative courses using emerging technologies or pedagogies, bringing a consultant to Berry or hosting a workshop at Berry for faculty working together on course development or some other aspect of teaching. These funds do not support travel to attend teaching conferences (see Teaching Development Travel Grant), nor do they cover materials or projects that would be better supported by other avenues.

APPLICATION PROCESS

All applications for Innovative Teaching Grants must use the printable application form available here. Faculty should submit applications through the appropriate department chair and school dean, which are then forwarded through the Research and Sponsored Programs Office to the Faculty Development Committee.

DEADLINES

Applications are due by the end of business on the **third Wednesday of August, October, February, and April** of each year. Only a portion of the funds will be allocated during any of the award periods. *All funds must be spent during the fiscal year in which they are awarded (fiscal year runs from July 1 through June 30 of the following year) unless special arrangements are made in advance.* Unless special arrangements are made in advance, receipts for reimbursement must be submitted within 14 days of the expense. If the applicant finds that allotted funds will not all be spent, the applicant must contact the faculty development chair as soon as possible so that the committee can award those remaining funds to another meritorious proposal. Funds are awarded within one month of each deadline.

REPORTING REQUIREMENTS

Faculty who receive an Innovative Teaching Grant must file a [report](#) detailing project activity and outcomes to the Office of the Provost no later than August 15 following the end of the funding period. The applicant agrees to comply with funding stipulations regarding the timely submission of expense requests and final reports detailing project activity.

EVALUATION CRITERIA

The Faculty Development Committee makes a competitive evaluation of the potential value of the various applications. The committee values:

Highest Level:

1. Measurable outcomes: clear articulation of how funds will facilitate the improvement of student learning outcomes
2. Applicant reputation/prior teaching innovation/career trajectory

Mid-Level:

1. Completeness/clarity of application (non-technical language, thorough description)
2. Letters of support from the dean and department chair
3. Demonstrated need (financial, time sensitive, or timely for applicant's career trajectory)

Low-Level:

1. Value of project for applicants' professional development as a teacher
2. Appropriateness of request—does it align with what the grant should fund?
3. Reasonable budget

TEACHING DEVELOPMENT TRAVEL GRANT CRITERIA

Teaching Travel Grant Application

Teaching development travel grants award funds of up to \$1,500. This grant supports faculty travel to attend conferences or workshops on teaching development or other areas that would enhance a faculty's teaching. Faculty members may receive a teaching travel grant only once in a three-year period. **Tenured and tenure-track faculty members, clinical faculty, and senior lecturers are eligible to apply for the Teaching Development Travel Grant. A tenure-track faculty member or a pre-promotion**

clinical faculty or permanent lecturer with a meritorious proposal will be supported to attend one conference or workshop before they submit their P&T dossier. Applicants should seek conference opportunities that are primarily devoted to teaching (either discipline-specific or exclusively higher-ed teaching-type conferences).

APPLICATION PROCESS

All applications for Teaching Development Travel Grants must use the printable application form available here. Faculty should submit applications through the appropriate department chair and school dean, which are then forwarded through the Research and Sponsored Programs Office to the Faculty Development Committee.

DEADLINES

Applications are due by the end of business on the **third Wednesday of August, October, February, and April** of each year. Only a portion of the funds will be allocated during any of the award periods. *All funds must be spent during the fiscal year in which they are awarded (fiscal year runs from July 1 through June 30 of the following year) unless special arrangements are made in advance.* Unless special arrangements are made in advance, receipts for reimbursement must be submitted within 14 days of the expense. If the applicant finds that allotted funds will not all be spent, the applicant must contact the faculty development chair as soon as possible so that the committee can award those remaining funds to another meritorious proposal. Funds are awarded within one month of each deadline.

REPORTING REQUIREMENTS

Faculty who receive a Teaching Development Travel Grants must file a [report](#) detailing project activity and outcomes to the Office of the Provost no later than August 15 following the end of the funding period. In order to receive funding from the Provost's office, the applicant agrees to comply with funding stipulations regarding the timely submission of expense requests and final reports detailing project activity.

EVALUATION CRITERIA

Teaching Development Travel Grants are evaluated with the same criteria as the Innovative Teaching Grants.