

College of Fine Arts

Dean's Teaching Enhancement Grants

Purpose: The Dean's Teaching Enhancement grants are to make available continuing innovation and improvement in teaching, primarily by instructors and professors of professional practice whose principal duty is instruction.

Eligibility: Preference will be given to full-time instructors and professors of professional practice whose primary responsibilities are teaching. Preference will also be given to faculty members who have not previously been awarded a Dean's Teaching Enhancement Grant or university Instructional Development Grant and who do not have access to other sources of support for teaching improvement.

Please note: current or recent (past three years) holders of Instructional Development Grants are not eligible; the goal of this program is to support faculty who may not be currently served by the University's Instructional Development Grant program.

Award: Up to four grants, each fiscal year, of up to \$1,500 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. These may include, but will not be limited to, 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.

Please note: When considering requests pertaining to technology or interdisciplinarity, please review the College's guidelines for the Microgrants for New Technologies program or the Creativity, Innovation and Interdisciplinarity in Learning Grant Program to see if your request is better suited for these programs. Applicants may apply to only one of these grant categories (Dean's Teaching Enhancement Grants; Microgrants for New Technologies; or Creativity, Innovation and Interdisciplinarity in Learning Grant Program) in any given cycle.

Application: Should include the following:

- A completed grant cover sheet
- A description of the project, written for an audience outside the discipline, including the context and goals for the project (no more than 3 pages double-spaced). This description should answer the questions: How will this project advance innovation and improvement in teaching? How will your students/department/school/college benefit from this project? How does this project make use of resources beyond those regularly available at TCU?
- Itemized budget and budget justification (list up to \$1,500 of expenses to be reimbursed, the sources upon which these estimates are based, and the reason(s) why they are necessary to the conduct of the project)
- Updated C.V. in TCU format.

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

- Grantees will seek pre-approval from the Assistant to the Dean for expenses before they are incurred, to insure they are reimbursable expenses.
- Any changes to the approved budget or scope of the project must be reviewed by the Dean and approved.
- Grantees will submit all expenses for reimbursement by the third Monday in May so that they may be processed before the close of the fiscal year at the end of May.
- Grantees are required to submit a brief report to their department chair/school Director and the Dean describing how the grant was used and the impact of the grant within 30 days of the conclusion of their project.

Deadlines: Proposals should be submitted to the Dean's office electronically to Tracy Fear (t.fear@tcu.edu) by

- Fall Semester: Second Monday in November (for projects taking place over inter-semester break or in the spring semester)
- Spring Semester: First Monday in April (for projects taking place during the summer sessions or during the fall semester)