

## Dean's Teaching Enhancement Grants College of Fine Arts (CFA)

**Purpose:** Grants to provide funding for innovation and improvement in teaching.

**Eligibility:** Full-time CFA faculty, with preference given to Instructors, Professors of Professional Practice, and Assistant Professors, as well as faculty 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. Preference also given to projects that develop interdisciplinary connections between different units in the College or University and/or projects that seek to revise courses or curricula.

**Award:** Up to \$2000 in reimbursement of teaching innovation and improvement expenses. 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, per diem, etc.) and/or registration for conferences or workshops attended for the purpose of learning new teaching methods, skills, or contents; or purchase of supplies, training services, new technologies, hardware, and/or software required to improve teaching; inviting a consultant to campus.

### Applications must include:

- College of Fine Arts Grants Cover Sheet
- Project proposal (no more than 3 pages double-spaced) that explains
  - a description of the project, written for an audience outside the discipline, including the context and goals for the project
  - how this project will advance innovation and improvement in teaching
  - how this project will benefit your students, department/school, and/or the college
  - how this project will make use of resources beyond those regularly available at TCU.
  - why the expenses included in the budget are necessary to conduct the project
- Itemized budget
- Updated CV in TCU format

**Application Procedure:** Applications must be compiled as a single pdf and emailed to the Dean's Office ([t.rohrer@tcu.edu](mailto:t.rohrer@tcu.edu)). Proposals are due at the following times:

- Last Monday in August, for projects taking place during the current fiscal year
- Second Monday in November, for projects taking place during the current fiscal year
- First Monday in April, for projects beginning during the next fiscal year

### Requirements:

- A final project report must be sent to the Dean's Office and the appropriate department/school chair/director within 30 days of the conclusion of the project. The report should describe how the grant was used and the impact of the grant.
- All expenses and reimbursement forms for awards must be submitted within 30 days of the conclusion of the project and no later than the third Monday in May so that they may be processed before the close of the fiscal year at the end of May.
- Any changes to the approved budget or scope of the project must be reviewed by the Associate Dean for Research and Faculty development and approved.
- Applicants may only apply to one CFA grant category in any given academic year (with the exception of the Programming Grants).