Committee on Teaching and Faculty Development
Guidelines for Report Submission
Curriculum Diversification and Diversity Research Fellowships

Please remember that there is a required assessment component for Committee on Teaching and Faculty Development (COTFD), Curriculum Diversification and Diversity Research Fellowships. *Special note for Curriculum Diversification: The next time that you teach a course impacted by this funding, be sure to gather assessment information from your students. In **late January following the summer you complete your fellowship activities**, you will need to submit the following via an electronic file (Windows compatible) to the Faculty Support Services Office. Section number 1) of this report, as submitted, will be posted on the COTFD website.

1) Briefly summarize (**250-500 words**) the pedagogically-related OR research project that you undertook as a result of COTFD funding. Please include the following:
   a. proposed objectives/goals;
   b. progress that has been made in achieving the proposed objectives/goals – include course number and title if applicable;
   c. any new innovations or teaching methodologies which have been or will be incorporated into your teaching;
   d. the aspects of the new or revised course OR research project that pertained to the perspectives of women and racial, sexual, ethnic, linguistic, or ability-based minorities;
   e. plans to continue and/or complete any work in progress.

2a) For Curriculum Diversification Fellowship Recipients:

   - Identify the course number(s) and title(s) to which this fellowship relates.
   - Describe the timeframe for implementation of this course and/or innovation in your teaching.
   - Describe the plan to assess the outcome(s) of this project (the impact on your teaching). Include a formal mechanism for gaining feedback from students who participate in the course. If you have taught a course to which this project relates, please describe the assessment outcomes. If you have not yet taught a course to which this project relates, include a copy of an assessment tool that will be used when the project is first implemented. Please note when you anticipate teaching the course. The outcome data should be submitted within 3 months of completion of the course.

2b) For Diversity Research Fellowship Recipients:

   - Describe how you plan to disseminate your work.
   - Please include specific information about the format and timeframe for dissemination.
     - Format type: presentation(s), abstract submission(s), manuscript(s), etc. Please note the anticipated setting(s) for presentation or submission as well as the proposed outlet(s) for publication.
     - Timeframe for dissemination—Include actual or anticipated date(s):
       - Submission of abstract for a conference or roundtable (already submitted or anticipated submissions)
       - Acceptance of abstract for a conference or roundtable (already notified or anticipated date of notification)
       - Invited/non-peer-reviewed presentation(s) – dates (completed or anticipated)
       - Manuscript or conference proceedings:
         - In development
         - Under review for publication
         - Accepted for publication
• Other (please describe)

Notes:

* Failure to submit this summary by the deadline will have a negative impact on consideration for future awards from the COTFD.
* Please send an updated report if an opportunity for dissemination occurs AFTER submission of this report. This will help to document the long-term benefits of summer funding.