Siena College
Committee on Teaching and Faculty Development

SUMMER 2019 PEDAGOGY FELLOWSHIPS AND ASSISTANCE
GRANTS INFORMATION & APPLICATION PACKET

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TIMETABLE

Memos concerning the deadlines for Summer Faculty Research Fellowships and Grants will be distributed via FSA Digest messages each year.

Summer Faculty Pedagogy Fellowships and Grants:

Faculty may apply for either a Pedagogy Fellowship or a Pedagogy Grant or for both. If applying for both, you need only fill out one application. If applying for both, don’t overlook the budget justification required for the Pedagogy Grant application.

1) Carefully read the general information and the review guidelines for this fellowship and/or grant. If you have any questions about the application, the appropriateness of your plans, or your proposed project for this funding opportunity, please contact committee co-chairs: Emily Smith and Dan DiTursi (esmith@siena.edu; dditursi@siena.edu).

2) COTFD funding has become increasingly competitive. While special consideration will be given to first-time recipients, the quality, clarity, and completeness of each application also weighs heavily.

3) While you may apply for more than one fellowship or grant in different categories (Research, International Travel, Pedagogy) from the COTFD, you may receive no more than one fellowship and one grant per academic year. You must submit a separate application for each category. Projects submitted in the same academic year must be considerably different (i.e., please do not submit the same project to multiple categories). Do not submit more than one application per category.

4) If you are seeking funding to develop a course that will be team-taught, please submit one proposal with two separate cover sheets (one for each instructor). The specific contributions of each applicant should be clearly indicated in the application.

4) Funding will not be available until June 1, 2019.

5) If you receive a Pedagogy Fellowship or Grant you may be asked to present your findings of this research at a future COTFD-sponsored event.
GENERAL INFORMATION

The COTFD provides two types of awards to support pedagogical development: Summer Pedagogy Fellowships and Pedagogy Assistance Grants.

**Summer Pedagogy Fellowships** provide summer salary support for faculty to develop teaching strategies that bring innovation or new methodologies to the classroom. This may include but is not limited to: 1) the development of a new course or modification of an existing course that implements new teaching strategies or new methodologies; 2) the participation in a time-consuming and/or cost-prohibitive experience related to teaching that would otherwise be impossible; 3) travel to access resources that will facilitate use of innovative pedagogical techniques, or 4) consultation that will enhance one’s teaching.

In the 2018-2019 academic year, compensation for fellowships is between $2500-3000. If more than one faculty member is involved, separate cover sheets must be submitted from each person, and the contribution of each instructor must be clearly indicated in the application. This requirement is to ascertain that support for each applicant can be separately justified. Fellowships are reported as income and are taxable.

**Pedagogy Assistance Grants** are small grants, that are awarded to faculty for assistance with acquisition of materials, resources, or development of skills to bring innovation or new methodologies to the teaching/learning situation in existing or new courses. There is no predetermined minimum or maximum amount for each individual grant. The funds awarded will vary according to the needs and the merits of the proposal.

Some examples of expenses which may qualify for funding include, but are not limited to the following: (a) audiovisual and technological materials such as CD-ROMs, DVDs, and instructional hardware/software; (b) technical/technological support for a new pedagogical technique or materials; (c) travel expenses and registration fees for conferences, workshops, or visits to other institutions with resource sharing for faculty or students in related courses; (d) class projects on campus or in the larger community; (e) development of specialized class materials; (f) speakers, residencies, and/or colloquia for class enrichment.

Pedagogy Assistance Grants may be considered to be taxable income; if this is the case, equipment or supplies purchased with this grant become the property of the researcher and not the College. However, Grant recipients may elect to have all or a portion of their award excluded from gross income, if the funds will be used for reimbursable expenses such as travel or the purchase of equipment, and if the funds are deposited into a College account established by the Business Office and the purchase of items or requests for payment are made in accordance with current College policies. If you intend to establish such an account, please fill out the appropriate Payment Distribution Form. If this option is exercised for the purchase of equipment or supplies, these items are considered the property of the College, and not the researcher; these items should be made available to other faculty members. More detailed information on this payment option will be included with the award letter.

Award recipients are required to send an electronic summary, via a mechanism to be determined, describing fellowship objectives and how the goals of this international experience have been implemented. This summary, as submitted, will be posted online on the Committee on Teaching and Faculty Development (COTFD) website. Detailed instructions for writing this summary and the due date will be included with the award letter; due dates are typically in January of the following school year.
REVIEW GUIDELINES FOR SUMMER PEDAGOGY FELLOWSHIPS AND ASSISTANCE GRANTS

Applicants who do not follow these guidelines risk having their application removed from consideration.

The Summer Faculty Pedagogy Fellowships and Grants Review Subcommittee of the COTFD will use the following guidelines in reviewing the proposals:

1. Applications are evaluated by the members of the COTFD who comprise the Pedagogy Assistance Grants and Fellowships Review Subcommittee. Since the Review Subcommittee members represent all Schools of the College, your application should be intelligible and convincing to a faculty member from any of the Schools.

2. Funds are awarded for pedagogically related projects. Funding decisions on fellowships will be based primarily on the intellectual merit and completeness of the proposal and the potential for implementation of the newly developed innovations and/or methodologies. The Pedagogy Assistance Grants and Fellowships Review Subcommittee will pay special attention to the applicant’s explanation of how their proposal is pedagogically innovative. Special consideration will be given to first-time applicants. For grants, objectives for the project must incorporate activities that are above and beyond usual teaching preparation and course development in terms of expense, time and location.

3. All full-time faculty (as defined in the current Faculty Handbook), teaching faculty, and core adjuncts may apply for Summer Pedagogy Fellowships and Grants. Applications from full-time visiting/teaching faculty and core adjuncts are welcome, but final approval will not be made until and unless the recipient has signed a contract for the next academic year.

4. Individuals may receive consecutive Summer Pedagogy Fellowships and Grants. However, financial constraints may preclude applicants from receiving a fellowship for two consecutive years after receiving funding. For applicants who have received past funding, the committee will want to see evidence that the aid lead to scholarly productivity and dissemination appropriate to the applicant’s field.

5. Recipients of Pedagogy Fellowships and/or Assistance Grants are required to submit a summary to the Faculty Support Services Office. Failure to submit this summary by the deadline will have a negative impact on consideration for future awards from the COTFD.

6. Fellowships and grants will not be awarded for:
   a. Personal supplies
   b. Previous work, training, or development;
   a. Previously acquired materials or resources;
   c. School or College needs;
   d. Equipment already available on campus;
   e. Assistance to complete advanced degrees;
   f. Materials or resources that are typically funded through departmental, School, or other College budgets;
   g. Development of a new course without the incorporation of specific pedagogical innovations
   h. Materials or resources not directly related to methods, techniques, or innovations of pedagogy;
7. The Pedagogy Assistance Fellowships and Grants Review Subcommittee reports its recommendations to the COTFD, which forwards these recommendations to the General Faculty Committee for approval. Deliberations about funding decisions are confidential. However, in order to prevent duplication of awards across all funding sources on campus, the COTFD and other funding committees meet to discuss decisions.

8. The General Faculty Committee will notify applicants of funding decisions. All inquiries or appeals concerning fellowships should be directed to the General Faculty Committee, which will decide whether to request clarification or additional information from the COTFD.

APPLICATION PROCEDURE FOR SUMMER PEDAGOGY FELLOWSHIPS AND GRANTS

If you are applying for both a Summer Faculty Pedagogy Fellowship and a Summer Faculty Pedagogy Grant, only one application needs to be submitted. Please note that a Pedagogy Grant requires additional budget information. For team-taught courses submit one proposal with multiple cover sheets (one for each instructor). The specific contributions of each applicant should be clearly indicated. If more than one faculty member will be supported by a single Pedagogy Fellowship or Grant, then one individual must be designated as having responsibility for funding administration and submission of a final summary to the Faculty Support Services Office.

All applications must include: 1) a completed cover sheet and 2) clearly labeled responses (by proposal section number) to each of the required proposal sections (see below). If an area is not applicable, write N/A and provide a brief explanation. For example, for proposal section #8, one could indicate, "No outside individuals or institutions are required."

In order to support a double-blind initial review (to the extent that such is possible in a small community like Siena) by the Pedagogy Assistance Grants and Fellowships Review Subcommittee of the COTFD, please keep your proposal as described below anonymous. Your name and other information by which you can easily be identified should be included only on the cover sheet.

Your proposal should not exceed five pages in length, single-spaced, in 12-point font.

Proposal Sections for Both Pedagogy Fellowships and Pedagogy Assistance Grants:

1. Include a 250-word abstract about your Summer Pedagogy Fellowship or Grant project suitable for the lay reader. If a fellowship is awarded, this abstract as submitted will be posted online by the COTFD and used by Academic Affairs to promote awareness of pedagogically related activities at Siena College.

2. Explain the objectives for your current proposal. If you are developing a new course, describe your goals. If you are implementing new teaching methodologies or using new technology or equipment in an existing course or courses, describe the innovations and/or new teaching methodologies that will be incorporated into your classroom. Explain how your proposed objectives relate to current methods of instruction in your discipline, and explain how your proposal includes innovative or new techniques. If you are requesting funding for travel or to attend a pedagogical seminar, please provide a clear argument for how the course methodologies you are proposing are innovative or how the training you will participate in will allow you to bring something new to the Siena community.

3. Describe how these funds will impact what you would ordinarily do in the classroom and note how many courses/sections will be involved.
4. Indicate how you intend to share your work with others.

5. Describe how other members of your department or faculty of the College may be able to make use of any acquisitions or benefit from the anticipated goals of this proposal.

6. If you are applying for a Pedagogy Assistance Grant for travel (i.e. workshops, training, consulting), to enhance the existing content of the classroom experience for students, to create new classroom content, or for purchase of materials or resources for a course (i.e. video, software, equipment, etc.), please attach an itemized budget, providing specific details about how all the funds will be spent. Please include all of the following that apply:
   a) Describe the event, site, facility that you will visit, or the resource person you will consult
   b) Give a detailed breakdown of costs for travel, admission, or facility access for the usual number of students in a specific class.
   c) The company, organization, or resource person that will receive payment.
   d) Explain why funds for this experience/equipment are not currently available through other resource available to faculty and staff.

7. List any applications, contracts or awards for additional outside funding in relation to the project.

8. If this project depends on the cooperation of outside individuals or institutions, specifically identify them and describe currently existing agreements.

9. List the titles and dates of all past awards from the COTFD. Briefly describe the results of your most recent award and how these results were shared (e.g. via presentations or publication). **Note: one list is sufficient if you are applying for both a grant and a fellowship.**

**Formatting:**

Please read and follow the formatting guidelines carefully. Applications that do not follow these guidelines may be removed from consideration.

1. Your proposal must not exceed five single-spaced pages in length.

2. Your proposal must be single-spaced.

3. Your proposal should be in a standard, easy-to-read font such as Times New Roman.

4. Your proposal must be in 12-point font.

5. Your proposal should have one-inch margins on all sides of the page.

6. Your proposal should be carefully proofread.

**You will need to create a single PDF file including your signed cover sheet and the main text of the proposal.** Only the anonymous portions of your application file will be distributed to the subcommittee for initial review.
Late applications will not be accepted. Each year’s deadline will be posted on the COTFD website. Submit a as a single PDF file (including both the cover sheet and the main text of the proposal) through the EasyChair system as linked from the COTFD website. Your 250-word abstract will be entered as plain text on the submission form. Awards will be announced by the Chairperson of the General Faculty Committee.
## COVER SHEET
### SUMMER 2019 PEDAGOGY FELLOWSHIPS AND GRANTS

**Date:**

<table>
<thead>
<tr>
<th>TYPE OF ASSISTANCE REQUESTED: (check one)</th>
<th>Total budget requested for the Pedagogy Grant portion only (“N/A” if only requesting a Fellowship):</th>
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<tbody>
<tr>
<td>___ Summer Pedagogy Fellowship</td>
<td></td>
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<tr>
<td>___ Pedagogy Assistance Grant</td>
<td></td>
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<tr>
<td>___ Both Summer Pedagogy Fellowship and Pedagogy Assistance Grant</td>
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<tr>
<th>Name of Principal Applicant:</th>
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<tr>
<th>Name(s) of Other Applicant(s):</th>
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<tr>
<th>Title of Pedagogy Fellowship/Grant Project:</th>
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<tr>
<th>Concurrent Submissions: Please indicate if you are requesting funds from the following for the summer of 2019:</th>
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<tbody>
<tr>
<td>COTFD Research Fellowships and Grants</td>
<td>Yes</td>
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<tr>
<td>COTFD International Travel Faculty Fellowship</td>
<td>Yes</td>
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<tr>
<td>Diversity Action Committee Summer Fellowship</td>
<td>Yes</td>
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If you have you received or you plan to request additional funds related to this project from any other funding source at Siena or from another institution or agency, please explain.

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<tr>
<th>Have you previously received any summer funding from COTFD?</th>
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<tr>
<td>If yes, provide the title of your latest funded project and the date of that funding.</td>
<td>Yes</td>
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<tr>
<th>Title:</th>
<th>Date:</th>
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**Employment Status:** (Please check one.)
I will be employed by Siena at the time the funding will be awarded. If yes, provide your title at the time the funding will be awarded.

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<th>Yes</th>
<th>No</th>
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**Signature of Principal Applicant**

**Signature(s) of Other Applicant(s), if any**

**Date**