

Request for Proposals

The Excellence in Teaching Award

Lewis School of Nursing and Health Professions

PURPOSE & GENERAL INFORMATION ABOUT AWARD

The Excellence in Teaching Award, established in 2015 through an endowment of the Ken Lewis family, aims to promote the teaching and learning initiatives of faculty and reward excellence and innovation in instruction. The purpose of this award is to focus on the professional development experiences of the applicant for leadership and growth so that one is in position for more competitive awards and other instructional recognitions that reflect such talent and innovations within our School. Examples of competitive awards are teaching and instructional awards that originate within Georgia State University (GSU), throughout the University System of Georgia (USG), and from national organizations and professional associations. Types of awards include, but not limited to, the GSU Faculty Awards (<http://events.gsu.edu/faculty-awards>); USG Teaching Awards (http://www.usg.edu/faculty_affairs/awards); The University of Georgia Governor's Teaching Fellows Program <http://cetl.gsu.edu/programs-grants-awards/georgia-state-university-system-opportunities/external-fellowship-opportunities/>; national awards such as the Carnegie Foundation's *U.S. Professors of the Year Award* <http://www.usprofessorsoftheyear.org>; and for discipline-specific professional teaching awards.

Application Deadline: March 1, 2017

AMOUNT AND TIME FRAME OF AWARD

Lewis Foundation Grants are limited to a maximum of \$10,000. All internal grant awards follow the fiscal year budget period (July 1st through the following June 30th), and must be expended within a two-year budget period of the award. Failure to complete the project and expend funds in a manner that fits within this two-year budget period may result in cancellation of the award.

GENERAL ELIGIBILITY

The Lewis Foundation Grant funds are available to full-time, tenure-track and non-tenure track faculty in any academic discipline. Faculty members may only receive one Lewis Foundation Grant during a four-year period.

Proposals must include a time-table and plan for situating a competitive application to a specific award. This may include the need for professional development resources to become competitive, the need for a mentor and/or editor, or other resources needed for success.

FACULTY MENTOR OPTION

Early career faculty applying for an Excellence in Teaching Award may choose to add a faculty mentor (internal or external to GSU), who will provide specific mentorship to the faculty and teaching award application. A strong justification should be provided to outline the role of the mentor and specific tasks to be completed that go above and beyond the mentoring expected by senior faculty as part of their typical duties and service to the university and their departments.

Mentors are expected to have a record of being recognized for teaching excellence, and if applicable, to provide at least very basic guidance and feedback to the mentee in the form of reviewing and proofing applications related to the teaching excellence award (e.g. award justification, application proofs, etc.). In addition, mentors are expected to be available to the mentee faculty on a regular basis that is decided and agreed upon between the mentor and mentee as described in this application. For the mentor's contribution to the project, proposals may request up to \$1,000 in funds (to be taken from the \$10,000 total budget) to compensate the mentor for his/her effort. These funds may be used towards mentor salary, supplies, travel, or any other type of expense that is considered allowable to pay with state funds.

PROGRESS AND FINAL REPORTING

All Lewis Foundation awards will require the submission of a brief project progress report six months after the start date, a brief budget report six months prior to the end of the award and a final report within 90 days after the end of the award. Continued access to awarded funds will be contingent upon timely submission of a satisfactory progress report on the awarded project.

APPLICATION INSTRUCTIONS

Access to Application Portal

Applications for this internal grant must be submitted online via the Teaching Excellence Portal found on the Lewis School's home page. You can log into the Teaching Excellence Portal by clicking on this item in the webpage menu at: <http://snhp.gsu.edu/teacher-academy/teaching-award-opportunities/> and selecting Lewis Foundation Teaching Excellence Program in the dropdown menu. Log in using your Campus ID and Password. To begin your submission, click on "Submit New Application" and select *Teaching Excellence Award* application. This will bring you to the online forms and instructions for submitting your application. You will be notified by email that the application has been submitted for review. Late applications will not be accepted.

Formatting of Application

1. **Cover Page:** This "page" is completed in the Teaching Excellence Portal and will be attached to the main body of the application once the application is submitted. All information noted as "required" must be included on this form before the application is submitted.

2. Your proposal will be attached as a Word file or PDF file in the Teaching Excellence Portal. Using 12 point Times New Roman font with one (1) inch margins on all sides. The main text should include the following sections with the following section titles:
 - **Teaching Award Description** (no more than two pages, single-spaced): This section should outline briefly your past teaching experience (i.e., a self-assessment of your teaching effectiveness to date) as a framework for discussing why the proposed teaching award is a good fit for you. A description of the specific criteria for the award and provide a clear and detailed account as to why you are eligible for this particular teaching award.
 - **Timetable for Application** (no more than one page, single-spaced): Provide a copy of the proposed teaching award application or link to a website. Include a timetable for how this proposal aligns with the application deadline.
 - **CV**: Include a current CV conforming to the format specified in the Lewis School Promotion and Tenure Manuals.
 - **Budget: The total budget cannot exceed \$10,000 for 2-years of support.** A budget format is included in these guidelines for instructional purposes.
 1. PTI for course release: If you desire to use funding for course release, \$3500 per 3-credit hours should be budgeted. DO NOT INCLUDE FRINGE BENEFITS IN BUDGET.
 2. Supplies, travel and other expenses: Support for equipment, travel, books, memberships, etc. This grant program should not be used to cover expenses typically funded by departments.
 3. Faculty Summer Salary: Summer salary requests specify the exact nature of the effort that the person will commit to development during the summer months they will be paid (e.g. 10 hours per week in professional development. If a summer salary justification is deemed not adequate, applicants may be asked for a revision or the requested amount may be reduced, if awarded.
 4. Budget Justification: A justification must be included for each budget item. All items (including equipment) should be justified in terms of how they will be used.

REVIEW PROCEDURES

The Associate Dean of Academic Affairs and the Faculty Advisory Committee will review proposals and make recommendations to the Dean. Reviewers will use the review criteria detailed below to evaluate and assign a single, global score for each application. Reviewer comments will be sent to all applicants at the time a notice of awards is sent. It is anticipated in the future to have previous award recipients' review and make recommendations along with one member of the Faculty Advisory Committee.

Review and Award Criteria

1. Does the applicant clearly state the reason why they are proposing this teaching award?
2. Does the applicant explain thoroughly how their teaching goals, objectives and experiences allow them to be a competitive candidate for this award?

3. Are professional development goals provided which lead to specific aims and outcomes?
4. Are the methods and measures to be used clearly described and are they appropriate for meeting the criteria of this award?
5. Does the applicant provide a strong case that this award has good potential for success given their timetable, past teaching record, and justification?
6. Is the timeline for completion of professional development goals appropriate (e.g. can the applicant achieve eligibility for this teaching award within the 2-year budget period)?

TEACHING EXCELLENCE AWARD APPLICATION BUDGET FORMAT

Note: This is simply a guideline on what to include in your budget page for this proposal.

Budget Item	Amount Requested
PTI for one course release and the semester that release is requested: Mentor:	PTI reimbursement: Mentor reimbursement: Total requested:
Faculty summer salary: - (note which months to pay and how much each month – e.g. July 2015, Maymester, June 2016)	Percent effort: Base salary: Total requested:
Equipment: (itemize)	
Travel: (location, dates and amount for each trip and itemize)	
Other Direct costs including supplies: (itemize)	
PROJECT TOTAL BUDGET	\$

*Submit budget justification narrative on next page