

Request for Proposals

The Excellence in Teaching Award

Lewis College 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 promote professional development experiences of the applicant for leadership and growth. The aim is to position faculty for success in competitive awards and other instructional recognitions that reflect such talent and innovations within our College. Examples of teaching awards are instructional and teaching awards that originate within Georgia State University (GSU), the University System of Georgia (USG), and from national organizations and professional associations. Types of awards include, but not limited to, the GSU Faculty Teaching Fellowships (<https://cetl.gsu.edu/programs-grants-awards/faculty-teaching-fellowships/>); 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/>; and for discipline-specific professional teaching awards.

Application Deadline: April 1, 2024

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 five-year period.

Proposals must include a timetable and plan for submitting a competitive application to a specific award. Proposals 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 outcomes to be achieved. The expectation is that a mentor will go above and beyond mentoring assistance expected by senior faculty as part of their typical duties and service to the university and their departments.

Mentors should have a record of being recognized for teaching excellence, and if applicable, to provide at least 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 once an agreement between the mentor and mentee is made and is 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 submission of brief project progress report six months after the start date, a budget report six months prior to the end of the award and a final report within 90 days of 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.

Unit Approval

The Unit Head is to review and approve the application. A signature page is at the end of the application.

APPLICATION INSTRUCTIONS

Access to Application Portal

Applications for this internal grant must be submitted online via the Teaching Excellence Portal found on the Lewis College website. You can access the Teaching Excellence Application Portal here: [Excellence in Teaching Award Application – Byrdine F. Lewis College of Nursing and Health Professions](#). To begin your submission, click on “Download Application”. Follow the instructions on the application and then upload using the portal link above.

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 College 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.
 - **Signature Page**: Unit-Head signature is required.

REVIEW PROCEDURES

The Associate Dean for Academics, past recipients of the Excellence in Teaching Award, and a member of the Faculty Affairs 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.

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)?

See next page for budget application

TEACHING EXCELLENCE AWARD APPLICATION BUDGET FORMAT

Note: This is an example template to use to create a budget. Change text for budget items as appropriate. Submit budget justification narrative on the next page. If a justification is not included, the proposal will not be reviewed.

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)	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	\$

JUSTIFICATION: each requested budget item is to be justified.

*Submit budget justification narrative on next page

Signature Page

Proposal title:

Applicant:

Applicant Signature

Date

Applicant Printed Name:

Unit Head

Unit-Head Signature

Date

Unit-Head Printed Name:

Business Manager

Budget reviewed by Unit Business Manager:

Signature