

**OFFICE FOR TEACHING EXCELLENCE AND FACULTY DEVELOPMENT**  
**Teaching and Learning Excellence Programs**

**Funding for Conferences and Workshops**  
(that enhances teaching and learning)

**OVERVIEW:** The Teaching and Learning Excellence Programs is a means by which Bradley University is accomplishing one of its main priorities: to promote faculty excellence in teaching and improvement in student learning. Teaching Excellence recognizes the importance of conferences and workshops with an emphasis on teaching, and the sharing of information and ideas obtained with other members of the Bradley community, as a vital part of improving the quality of teaching. The Teaching and Learning Excellence Programs' **Funding for Conferences and Workshops** provides funds to partially cover expenses related to such conferences and workshops.

**SELECTION CRITERIA:** Applications are reviewed twice annually by the Teaching and Learning Excellence Committee (T-LEC), composed of the last three years' winners of the Putnam and New Faculty Teaching Awards. The criteria for selection should include:

1. The main goal of attending this conference is teaching and learning;
2. The proposal is well written and includes goals for attending the conference/workshop and expected outcomes where specific offerings at the conference are clearly connected to teaching assignments at Bradley;
3. The conference/workshop is over and above those usually funded by the department or college;
4. There is a reasonable, itemized budget commensurate with the scope of the conference/workshop, which includes other sources of possible funding (e.g. self, department, college, other grant monies).

Within one academic year of the conference/workshop, faculty must submit a brief report to the Committee about the outcomes related to the conference/workshop (e.g. sharing material with colleagues, presentations given, impact on your teaching).

**TIME FRAME:**

- There are two deadlines for T-LEC awards during the academic year: the Fall deadline is the first Tuesday in October after Fall Break and the second is the first Tuesday in March after the week of Spring Break.
- Applicants will be notified of the outcome of the review within four weeks of each deadline.

**AMOUNT OF AWARDS:** Funding up to \$700.00 will be awarded per conference or workshop.

**APPLICATION MATERIALS AND PROCEDURE:** **One (1) original and seven (7) copies** of all application materials should be sent to the Office for Teaching Excellence and Faculty Development (OTefd), **429 Jobst Hall** by the deadline for consideration for that round. Applications must include the following:

1. Completed Application Form (attached).
2. A narrative about the proposed request that is a maximum of two double-spaced pages and addresses the criteria listed above as well as the specifics of the conference or workshop (where, when, topics covered). A copy of the preliminary program may be included.
3. A one-page, itemized travel budget (if appropriate). For travel and accommodations, identify the proposed conference hotel(s) and include estimated room rates. Address travel issues. Include information regarding possible transportation and accommodation "conference rates" or discounts for attendees.
4. Recommendation statements from Chairperson and Dean (use attached form).

Applicants are encouraged to contact Bob Wolffe, Director of Teaching Excellence Programs, for guidance in submitting an application.

**FUNDING FOR CONFERENCES AND WORKSHOPS**

**APPLICATION FORM**

Please deliver **one original and seven copies** to the Office for Teaching Excellence and Faculty Development, **429 Jobst Hall**, after all signatures have been obtained.

**Contact Information:**

Name: \_\_\_\_\_ Dept./Div. \_\_\_\_\_

Building/Office: \_\_\_\_\_ Campus Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Application Information:**

Title of Conference/Workshop: \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_ Other funding sources: \_\_\_\_\_

Have you submitted this proposal or any part of this proposal elsewhere? If so, when and where did you submit it and amount of funding requested? Please be specific. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Abstract of Conference/Workshop** (no more than 50 words or less):

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**FUNDING FOR CONFERENCES AND WORKSHOPS**

**CHAIRPERSON AND DEAN COMMENTS**

Your comments can be very helpful to the Committee's evaluation of the proposed conference or workshop. General statements of support are less helpful than specific comments on how the proposed activity will benefit faculty as it relates to enhancing teaching and learning. Please discuss the ***need for the conference or workshop.***

**Chairperson's Comments:**

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*Chairperson's Signature*

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*Date*

**Dean's Comments:**

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*Dean's Signature*

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*Date*