

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

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

DUE DATES: Funding for Conferences and Workshops, along with Discretionary grants, have year round open enrollment as long as funds are available.

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 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).

APPROVAL TIME FRAME:

- Applicants will be notified of the outcome of the review within four weeks of electronic submission.

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

APPLICATION MATERIALS AND PROCEDURE: All application materials should be emailed to the OTEFD office at otefd@bradley.edu . Applications must include the following:

1. Completed Application Form (attach to email with completed proposal requirements).
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 (attach to email with application and required proposal information).

Applicants are encouraged to contact the OTEFD Office at 677-4118 or by email, otefd@bradely.edu for guidance in submitting an application.