**FPA Teaching Development Fund**

The Faculty of Public Affairs (FPA) has established the Teaching Development Fund to empower FPA faculty members and instructors to implement high-impact practices in their teaching and learning activities, to innovate in their teaching, to further develop their skills as educators, and to enhance conversations about teaching and learning across the various academic units within the Faculty.

**Selection Process**

The total funding available for the FPA Teaching Development Fund is $60,000. Applications will be received, and funds issued, between 1 May 2019 and 15 December 2020. The expectation is that the projects will be completed or implemented within 12 months of having been awarded. Projects will be funded on a continuous basis, with no specific application deadlines, and limited only by the allocated funds, on a first‐come‐first‐served basis.

This fund is NOT awarded on a competitive basis. However, applications must meet the FPA Teaching Development Fund eligibility criteria and address one, or more, of the possible objectives identified below in order to receive funds. Compensation for an individual is $1,500. Collaborative projects are also encouraged. Compensation for collaborative projects is $1,500 per individual participating up to a maximum of $6,000 per project. The value of the compensation for collaborative projects will be assessed based on the scope, complexity, and impact of the collaborative project. All funds awarded for a project will be provided as direct financial compensation at the conclusion of the project and upon receipt of a final report.

Applicants are asked to clearly indicate whether their project necessitates funding for the purchase of goods, equipment, etc. The cost for such purchases should be clearly articulated along with their importance to the success of the project. These requests will be considered for funding in addition to the $1500 compensation. If successful, funds will be provided on a one-time basis for project purposes. Eligible expenses will be reimbursed by Teaching and Learning Services, upon the submission of relevant documentation (receipts, etc). Funds can be requested to a maximum of $1000. Special consideration for sums over $1000 can be requested of the adjudication committee.

Each faculty member, instructor, or contract instructor in FPA may receive a maximum of two grants.

Decisions on project awards will be made by the Associate Dean, Faculty of Public Affairs, Mary Francoli in consultation with Teaching and Learning Services. All decisions will be final. Please note that successful projects may be highlighted in future FPA communications.

**Eligibility Criteria**

* All faculty members, instructors, and contract instructors within the Faculty of Public Affairs are encouraged to apply;
* All applicants must demonstrate the support of their Chair or Director;
* Applications must address the objectives of the Teaching Development Fund.

**Objectives of Fund**

The FPA Teaching Development Fund is designed to encourage experimentation and innovation in all types of teaching practices and formats, including face to face, blended, and online course formats. As such it can be used in several ways, including, but not limited to:

1. Incorporating high-impact practices into teaching and course design. High-impact practices include collaborative assignments and projects, ePortfolios, undergraduate research opportunities, community-based and service-learning, and writing-intensive courses. For more information, see the Association of American Colleges and Universities webpage: <https://www.aacu.org/leap/hips>
2. Implementing new teaching strategies in a specific course designed to improve student learning;
3. Developing and implementing teaching and learning resources that will provide enhancement for a specific course or several courses, including online resources and tools;
4. Developing and implementing new experiential learning opportunities for students. For examples of experiential learning opportunities, see: <https://carleton.ca/edc/teachingresources/high-impact-practices/experiential-learning/>

Note that this fund is not for the development of traditional and typical course material (course notes, reading list, syllabi, PowerPoint slides, etc.), the development of a new course, or for accessing or purchasing services already funded by Carleton University.

**Form of Payment**

Funds will be issued as direct financial compensation through a payroll profile (note that funds will be subject to standard deductions, including income tax). Payment will be issued once the final report is received by the Dean’s Office (please see below).

**Expectations**

All successful recipients will:

1. Disseminate the outcome(s) of their teaching development projects through an appropriate medium. Such media include, but are not limited to, presentations to colleagues, FPA’s Bagels and Banter, Teaching and Learning Services’ roundtables or other events, the Teaching and Learning Services blog, etc.;
2. Submit a final report to the Dean’s Office upon completion of the project (up to 500 words). This report should include a discussion of the objectives of the fund and a reflection on how these were achieved.

**Application Process**

Please submit the application form below to Mary Francoli ([mary.francoli@carleton.ca](mailto:andre.plourde@carleton.ca)).

**FPA Teaching Development Fund Application Form**

The Faculty of Public Affairs (FPA) has established the Teaching Development Fund to empower FPA faculty members, instructors, and contract instructors to implement high-impact practices in their teaching and learning activities, to innovate in their teaching, to further develop their skills as educators, and to enhance conversations about teaching and learning across the various academic units within the Faculty.

Applications are limited to a maximum of three pages and must be submitted electronically to Mary Francoli ([mary.francoli@carleton.ca](mailto:mary.francoli@carleton.ca)). Please note: successful projects may be highlighted in future FPA communications.

**Eligibility Criteria**

All faculty members, instructors, and contract instructors within the Faculty of Public Affairs are encouraged to apply. All applicants must demonstrate the support of their Chair or Director. Proposals should address the objectives of the fund.

**Project Title:**

**Type of Project** (select one):

1. Individual
2. Collaborative

**Name of the Project Lead:**

**Rank:**

**Department:**

**Email:**

If this is a collaborative project, list the names, rank, and email addresses for all collaborators.

1)

2)

3)

4)

**Project Description (maximum 500 words):**

Provide a brief description of your project and what you hope to accomplish. This description should indicate **why** your project will enhance teaching and learning in FPA.

**Role of Collaborator(s)**

If applicable,generally describe the contributions of each collaborator.

**Additional Funding Requirements:**Does your project rely on the purchase of goods, equipment (for example, software, book, etc.)? Please detail items, their cost, and their importance to the success of the project.

**Desired Outcome(s):**

List what your desired outcomes are for the project and indicate how you can assess whether the outcomes have been achieved.

**Anticipated Project Timeline****:**

List the desired start date, milestones (if appropriate) and an estimated project completion date.

**Dissemination:**

Briefly describe how you intend to share the results of your initiative. Will you share your experience and your results at TLS roundtable, a departmental meeting, Bagels and Banter, an internal conference, etc.?

**Chair/Director Support**

Provide evidence of Chair or Director support for the application below.

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Chair/Director Name Date

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Chair/Director Signature