

TEACHING/LEARNING MAJOR PROJECT AWARD

Guidelines and Application Information

Overview of Award's Purpose:

The Saint Mary's University annual Teaching/Learning Major Project Award is supported by the Office of the Vice-President, Academic and Research, funded by the SMU Senate Committee on the Quality of Teaching, and administered by the Centre for Academic and Instructional Development (CAID). The award was established to encourage and support projects that improve upon or develop new and creative approaches to teaching and learning practices, and which generally enhance the teaching and learning environment at Saint Mary's University. Priority will be given to projects with a *research-based* approach to enhancing student learning outcomes in the proposed project, but other development projects are also encouraged. Outcomes of projects should be broader than one course, and preferably broader than one department. Projects may also include components directed outside of the standard classroom (e.g. which have an impact on a community outside of SMU).

Amount of Funding:

The maximum amount awarded for a Teaching/Learning Major Project Award is **\$5,000**.

Where sums of money required for the project are larger than the maximum Award total (\$5,000), applicants are required to search out matching funds. Priority will be given to projects that are fully funded by this Award, or where matching funds have already been requested/approved.

Important Dates:

The **application deadline** is **February 28th** of each year, with successful applicants notified by March 31st. Project Award funding must begin and end in the next fiscal year (April 1 – March 31).

Eligibility:

All full-time faculty and professional librarians employed at Saint Mary's University are eligible to apply for this Award. Part-time faculty are also eligible, provided they will be employed to teach at Saint Mary's during the year in which the Award funding is dispersed, and that they have past teaching experience at Saint Mary's University (normally for a minimum of three-years).

Proposal Evaluation Criteria:

Selection criteria for the Major Project Award are based upon evaluation of how well the proposed Project meets the above-stated purpose of the Award using the standards for scholarly work outlined by Glassick, Huber & Maeroff (1997):

- Clear goals: What teaching/learning problem or issue will the project solve or address? How might the project enhance teaching in a particular course or programme (or beyond)?
- Adequate preparation: What preliminary steps have been taken to consider this teaching/learning issue?
- Appropriate methods: What literature, technology, and/or student assistance are being requested, and are they appropriate for the project?
- Significant results: Will other instructors (in other disciplines?) benefit from the results of this project?
- Effective presentation: How will the results of the project be made public on the Saint Mary's University campus and beyond?
- Reflective critique: What aspects of the proposed project allow the faculty member, the student, and the broader community to reflect upon and critique the project, its methods, and its outcomes?

From Glassick, Huber & Maeroff (1997). Scholarship assessed: Evaluation of the professoriate. San Francisco: Jossey-Bass.

Ethics Review:

Projects with a component of research involving human subjects may be required to be submitted to, and receive approval from, the Saint Mary's University Research Ethics Board (REB). It is the obligation of the project proponents to determine if the planned research falls under the Tri-Council Policy Statement regarding requirement for review by an REB; information to assist project proponents may be found on the SMU REB website (www.smu.ca/academic/reb/) – see particularly the Frequently Asked Questions link, and the link to Policies related to Research in the Classroom. Funding for projects requiring REB approval ***may*** be withheld pending such approval.

Reporting Requirements for Successful Awards:

Successful applicants are required to submit a report to the Quality of Teaching Committee within three months of completion of the project, and also to present the results of their project to colleagues, through either:

- a CAID-sponsored presentation/seminar/workshop, or
- by writing an article for the Quality of Teaching Committee newsletter, *Teaching and Learning at Saint Mary's*.

Eligible Expenses:

Expenses reasonably related to the Project are generally acceptable, but remain subject to review and approval by the Selection Committee.

Exceptions (normally ineligible expenses): The Major Project Award does not normally cover things such as:

- the purchase of equipment
- teaching release time
- basic curriculum development activities
- activities that should be part of a department's or faculty's normal funding responsibilities.

Application Procedures:

Potential applicants are encouraged to consult a member of the Quality of Teaching Committee's subcommittee on Instructional Development Grants before submitting their applications. Contact the CAID for the names of current subcommittee members.

Applications are to be submitted to the Quality of Teaching Committee, c/o the Centre for Academic and Instructional Development, AT107A (or fax to 420-5015) by the February 28th deadline.

Submissions should include the following components, with the components compiled in the order listed:

1. A completed Major Project Award Application Form
2. One "Overview" page, containing:
 - Project Title
 - Names (and Departments) of project proponents
 - A brief overview of the project (250 – 300 words)
 - The total amount of funding requested
3. A detailed budget estimate and justification (1 page)
4. Project proposal (maximum 3 pages)
 - Proposal should be written with the above ***Proposal Evaluation Criteria*** kept in mind; for example, clear statements regarding items such as methodology and work schedule (including completion date and availability of results, as appropriate) are encouraged to facilitate proper evaluation.
5. Letter(s) of Support (max 1 page each), attesting to the value of the project;
For Faculty Members – 2 Letters:
 - One from Chair of the Department of Project Leader
 - One from the Dean of the Project Leader's Faculty

Or, For Professional Librarians – 1 Letter from the University Librarian.