

Office for Faculty and Academic Affairs

**Summer Instructional Development Fellowships  
Guidelines**

**Deadline: Friday, January 29, 2010**

All application materials, including recommendation letter, must be received by the deadline to be considered.

The Purpose:

This award program supports faculty members' efforts to improve teaching by encouraging new and/or improved approaches to instruction. Projects funded will include, but are not limited to: development of new, pace-setting courses; extensive innovation in the organization and style of existing courses; or development of new modes of instruction.

The Award:

The award for a Summer Instructional Development Fellowship is \$8,000. If joint awards are made, recipients will share \$8,000. Recipients are expected to devote the equivalent of eight weeks full-time to their project. It is expected that they will not engage in teaching or administrative activities during that period. Recipients are also expected to attend two meetings with other summer fellows and resource consultants (to be scheduled after awards are announced), to submit a summary report to the Office for Faculty and Academic Affairs at the end of the fall semester following the award, and to formally disseminate the results of their instructional development project to other IU faculty. (Awards to lecturers are contingent upon successful completion of doctoral degrees prior to May 15.)

The Application Procedure:

A complete application consists of:

1. The proposal prepared by the candidate(s): Proposal descriptions must be written in clear, effective prose, and are limited to 1,500 words. A detailed plan of work should be outlined. The Review Committee is composed of faculty members who are unlikely to be specialists in the applicant's field.
2. Current curriculum vitae.
3. A list of previous courses (titles) taught and enrollments.
4. Evidence of quality of teaching (for example, a summary of student evaluations, peer reviews, a brief teaching statement); five (5) pages maximum.

5. Two recommendation forms: The department (unit) support statement and one additional recommendation should be completed on forms found in the application packet. These recommendation forms address:

- project originality and innovation
- importance of needs or problems addressed
- potential impact on student learning
- timeliness (for the applicant and for the department)
- feasibility (competence of investigator, likelihood of accomplishment, use of appropriate technology, if any)
- commitment of the department to the project
- overall quality of project (concept, planning, long-term influence)

#### The Evaluation of the Proposal:

Members of the Review Committee are instructed to rate each proposal on the basis of the following criteria. The applicant is therefore urged to discuss the proposed work in relation to each of the criteria, providing information about the project in the context of his/her department, the discipline, and the University.

- originality
- instructional need
- timeliness (for the applicant and for the project)
- feasibility (competence of investigator, likelihood of accomplishment, use of appropriate technology, if any)
- number/percentage of students affected
- departmental support (how project relates to departmental goals and other initiatives)
- clarity, detail, and coherence of projected description

#### The Review Process:

A faculty committee will review applications within a month of the deadline. Awards will be announced by April.

**Please mail proposals or direct questions to:**

Office for Faculty and Academic Affairs  
Bryan Hall 111  
855-2809  
[vpfaa@indiana.edu](mailto:vpfaa@indiana.edu)