Faculty Development Competition for Attending a Teaching Conference

Spring 2016
Application Due Date: Friday, January 29 2016, 4:00 p.m.

Information and Application

Information

1. Why should I apply for a Teaching Conference Grant?

   Faculty Development offers Teaching Conference Grants to provide CSUN faculty with funding to attend conferences on teaching and pedagogy that they may not otherwise receive funding from their Department or College to attend.

   Those who receive Teaching Conference Grants will:

   - Receive funding that can be applied to conference registration fees or to conference travel and hotel expenses. Amount funded per individual varies based on need; however, most awards range between $100-$500.

2. What types of conferences will be considered for funding?

   For the Spring 2016 competition, the conference must take place between February 15, 2016 and September 30, 2016.

   Faculty may apply to attend any conference or pre-conference dedicated to teaching and pedagogy. A list of approved conferences can be found below. This list is not exhaustive—other conferences will be considered, as long as they are dedicated to teaching and pedagogy and the applicant would not be likely to receive funding from another source to attend.

   - CSU Symposium (Spring)
   - POD – Professional & Organizational Development Teaching Conference (Fall)
   - Lilly Conference Series on College & University Teaching & Learning (Fall & Spring)
   - SoTL – A conference for the Scholarship of Teaching & Learning (Spring)
   - The Teaching Professor Teaching Conference (Spring)
   - The Teaching Professor Technology Teaching Conference (Fall)
   - Dee Fink’s Course Redesign Institute (Spring)
   - Your discipline’s annual conference may offer a pre-conference pedagogical option
   - Other options too
3. **Who is eligible to apply?**

All faculty, full-time and part-time, are eligible for this award. Applicants do not have to give a presentation at the conference in order to be eligible. Individuals may receive Teaching Conference Grant funding more than once, but priority will be given to those who have not yet received Teaching Conference Grant funding.

4. **What are the evaluation criteria?**

The Faculty Development Directors will evaluate applications based on the following criteria:

- Applicant’s rationale for attending the conference.
  - What, specifically, does the applicant hope to learn about teaching and pedagogy at the conference?
  - Which sessions, panels, or workshops does the applicant plan to attend and how will they help the applicant achieve the learning goals he or she identified?
  - How will this conference impact the applicant’s teaching, pedagogy, and professional development at CSUN?

- Applicant’s rationale for seeking Faculty Development funding to attend the conference.
  - Is it clear that the applicant would be unlikely to receive funding from other sources to attend this particular conference?

- Applicant’s proposed Faculty Development workshop contribution.
  - What is the concept, approach, or strategy learned at the conference that the applicant plans to share in a Faculty Development workshop, and who is the audience?

5. **What is required of me if I receive funding?**

Teaching Conference Grant winners will...

- Attend lunch on Tuesday, February 16 (details to be announced)
- Attend the teaching conference proposed in the application
- Contribute to a Faculty Development workshop on a concept, approach, or strategy they learned at the teaching conference in Spring 2016 or Fall 2016
- Submit a brief, one-page report to Faculty Development describing the impact of the conference on their professional development no later than October 31, 2016.

6. **What are the application requirements?**

A complete application includes one original of the following:

- **A completed application** (see attached) with all requisite signatures
- The applicant’s **curriculum vitae** (CV), not to exceed two pages
### 7. What is the timeline?

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 29, 2016</td>
<td>One original hard copy of application materials due to Faculty Development by 4 p.m. (University Hall 215/Mail Code: 8203)</td>
</tr>
<tr>
<td>February 5, 2016</td>
<td>Awards announced</td>
</tr>
<tr>
<td>February 16, 2016</td>
<td>Teaching Conference Grant Winners Lunch (details TBA)</td>
</tr>
<tr>
<td>February 15, 2016 to</td>
<td>Attend proposed teaching conference</td>
</tr>
<tr>
<td>September 30, 2016</td>
<td></td>
</tr>
<tr>
<td>Spring 2016 or Fall 2016</td>
<td>Contribute to a Faculty Development workshop</td>
</tr>
<tr>
<td>October 31, 2016</td>
<td>Final written report due to Faculty Development (<a href="mailto:facdev@csun.edu">facdev@csun.edu</a>)</td>
</tr>
</tbody>
</table>

### 8. Who can I contact if I have questions?

If you have any questions, you may contact Kristy Michaud at kristy.michaud@csun.edu or extension 5934.
APPLICATION FORM
DEADLINE: January 29, 2016 by 4:00 pm
Please submit a typed application to Faculty Development (UN 215, MC 8203)

NAME: 
RANK/TITLE: 
DEPARTMENT: 
COLLEGE: 
MAILCODE: 
PHONE: 

WHAT IS THE NAME OF THE TEACHING CONFERENCE OR PRE-CONFERENCE?

WHAT IS THE DATE OF THE TEACHING CONFERENCE?

WHAT IS THE LOCATION OF THE TEACHING CONFERENCE (provide complete address if possible):

WHAT IS THE REGISTRATION COST OF CONFERENCE? ___________

Do membership fees for the organization include registration for the conference? yes no

Are you a member of this professional organization? yes no

If yes, have the membership fees been paid? yes no

If yes, who paid the fees?

Have you already submitted a travel request form through your department and/or college for this conference? (not required yet) yes no

Will you be presenting at the conference? (not required) yes no

Have you already registered for the conference? (not required) yes no

Have you attended the conference previously? (not required) yes no

Is this a conference you would normally attend in your field? yes no

Are you seeking or do you have other sources of funding for this conference? yes no

If yes, what are the other sources of funding?

Have you previously won a Faculty Development Teaching Conference Grant? yes no
NOTE: if your proposal is chosen for funding, an approved travel request form is required in order to receive the funds.

PLEASE ATTACH TO YOUR APPLICATION:
1. The conference program highlighting the sessions, panels, and/or workshops you plan to attend.
2. If you are presenting, include documentation of your presentation.
3. If you are registered, include documentation of your registration.
4. A two-page CV

I understand that if my application is funded, I am required to provide a one-page report to Faculty Development describing the impact of the conference on my professional development no later than October 31, 2016.

Signature of Applicant ___________________________ Date __________

Approvals:

Signature of Applicant’s Department Chair ___________________________ Date __________

Signature of Applicant’s College Dean ___________________________ Date __________
Please answer the following questions. Do not exceed the space provided. Additional pages will not be reviewed.

1. Briefly describe the teaching conference you would like to attend and what, specifically, you hope to learn about teaching and pedagogy at the conference.

2. How will the sessions, panels, and/or workshops you plan to attend help you achieve the learning goals you identified above?

3. How will this conference impact your teaching, pedagogy, and professional development at CSUN?
4. Why are Faculty Development funds necessary for you to attend this conference?

5. Teaching Conference Grant recipients are asked to contribute to a Faculty Development workshop on a concept, approach, or strategy they learned at the teaching conference. Based on your learning goals and the sessions, panels, and/or workshops you plan to attend, please identify at least one potential workshop topic. How do you plan to contribute to the workshop? Who is the audience (department, college, university, etc)?