

Faculty Teaching Grants

The **Faculty Teaching Grants** program provides funds to support members of the faculty in developing new courses and for enhancing teaching methods and strategies in existing and new courses. **\$5000 maximum.**

Eligible for FTGs are members of the faculty holding full-time appointments at the ranks of Instructor, Assistant Professor, Associate Professor, or Professor (this includes full-time visiting appointments and shared appointments, but does not include adjunct appointments) and all members appointed under at least a half-time contract at the time of application. **Applicants must be employed by the College at the time of application submission and during the funding period.** Joint applications are acceptable within departments and programs, as well as across departmental, program and divisional lines. Not all persons in a joint application need be eligible as individuals.

Faculty Teaching grants are intended primarily for initiatives aimed at teaching or reflection on pedagogical practices or other related applications. Consequently, proposals may be directed toward unusual expenses associated with the creation of new courses, new equipment for teaching, interdisciplinary collaborations, conferences focused on pedagogy, summer seminars on issues related to student learning (like community-based research, student-faculty collaborations, and study abroad advancement), as well as other projects of similar scope. Funds will not be awarded if the proposal focuses primarily on the research, writing, and artistic activities of faculty members.

Proposed budgets for summer seminars ONLY may include stipends, at the rate of \$100 per participant per day, or \$50 per participant per half day (either morning or afternoon). If you are proposing stipends, you must include FICA funds in your budget. FICA is the Social Security and Medicare taxes that must be paid on all stipends.

If the proposal involves technology that must be supported by the College, applicants should discuss their proposal with the relevant office of the College, such as LBIS. Applicants should include in their proposal an indication that such a discussion has taken place.

Applications must include the following:

1. A **summary cover sheet** available from [the Office of Sponsored Faculty Projects \(OSFP\)](https://www.kenyon.edu/sponsored-faculty-projects/funding-services-tools/in-house-grants/). <https://www.kenyon.edu/sponsored-faculty-projects/funding-services-tools/in-house-grants/>
Be sure to download a new form every time.
2. A statement of the project, the expected results, benefits to the students, and the relationship of the project to the teaching of the members and the curricular goals of the College. When applicable, applicants should provide a detailed discussion of the structure of the new course, its innovative features, and the materials necessary for its successful execution. **(Not to exceed 3 pages in length.) See list of evaluation criteria below.**

3. A detailed **timetable**. If your project involves travel during the semester, please explain your plan to minimize the impact of your absence for your students. (If your project will not be completed during the time of your employment at Kenyon College, include a statement explaining how your proposed work will benefit the College.)
4. A detailed budget for all books, equipment, materials, travel, and other expenses. Since funds are limited, every effort to economize should be made. **Requests for books and equipment should not include those routinely purchased by the department or program, or made available through other resources.** Requests for equipment will be entertained only if it is clear that the applicant has exhausted all other alternative sources for such funding. Unless otherwise requested by the applicant, all equipment is the property of the College.

Applicants should utilize the least expensive facilities and resources. Estimates of travel costs should be obtained from the airlines' website or an online travel company. In order to secure the best price, successful applicants are encouraged to purchase their tickets promptly. Faculty members eligible for IFDAs are reminded that these funds may be used without committee review for attendance at professional meetings and other types of faculty development.

Proposed budgets for summer seminars ONLY may include stipends, at the rate of \$100 per participant per day, or \$50 per participant per half day (either morning or afternoon).

5. **If relevant to the current proposal**, reference to previously obtained Kenyon Faculty Teaching Grants and, importantly, specific additional results expected from the current grant.
6. A current vita for the lead proposer only. **(Not to exceed 2 pages in length.)**
7. Applicants seeking funding to attend workshops or other productions must specify how their attendance will directly contribute to the applicant's instruction.
8. For the application to be considered complete, the applicant must have submitted written reports on previously awarded Faculty Development Committee grants. The committee will review the file on the most recently funded proposal, and may review files pertaining to earlier grants as well. An application should regard this information as available to the committee and refer to it as appropriate.

The principal criteria used in evaluating proposals are:

1. The academic merit and pedagogical goals of the project in relation to the mission of the department or program and the College.
2. The qualifications of the member.
3. The ability of the member to successfully carry out the project.
4. The feasibility of the plan and the timetable.
5. The availability of resources and research facilities.
6. The demonstrated need for funding to pursue the project.

These criteria must be clearly addressed in the member's proposal.