

IIINSTITUTE FOR CATHOLIC THOUGHT AND CULTURE

FACULTY DEVELOPMENT PROGRAM

2024-25 Course Development Summer Stipend Application Guidelines

Purpose: To encourage the development of undergraduate and graduate courses concerned with, or connected to, Catholic thought and culture in order to increase student engagement with Catholic ideas, issues, and applications in a variety of disciplines.

Program Description: The Course Development Summer Stipend initiative supports faculty in any discipline who are creating a new course, or significantly revising an existing one, that addresses topics relating to Catholic thought and culture. It does so by offering a stipend of \$3,000 to eligible faculty, one portion at the beginning of the program and the remainder once the course syllabus is submitted at the end by the academic year. Stipend includes a required one-day intensive summer workshop on the Catholic intellectual tradition and an opportunity for a faculty colleague to function as mentor as the faculty members develop their course. Such a model will encourage faculty who are interested in engaging with the Catholic intellectual tradition but do not feel adequately prepared to do so.

Eligibility: Full-time tenured, tenure-track, and continuing non-tenure-track faculty members from all disciplines are encouraged to apply. Faculty are not eligible to receive the same fellowship award two years in a row (ex. You cannot receive a Course Development fellowship in two consecutive years); and faculty cannot receive more than two ICTC fellowships (Course Development and Research combined) in a three-year period. Please contact the ICTC office for clarification if needed.

Specific Guidelines: Applications for summer course development funding must include the following:

1. **Application Cover Sheet:** The cover sheet must include signatures by the faculty member; their department chairperson, if applicable; and dean endorsing the application and agreeing that the newly developed course will be offered at least once during the following two academic years and then as one of the regular periodic offerings of the department. This document is available on the Catholic Thought and Culture website: <https://www.seattleu.edu/ictc/faculty/fellowship-application-forms/>
2. **Course Development Proposal:** The proposal should be in at least 12-point type with 1-inch margins and no more than 5 pages in length and should include the following information:
 - a. A description of the proposed new or revised course and significance to the applicant's discipline.
 - b. A list of the course objectives and relevance to the proposed course.
 - c. A discussion of the course's connection to Catholic thought and culture.
 - d. A description of the pedagogical approach and how it relates to Seattle University's educational mission and values.

3. Current Short Curriculum Vitae: Limit to three (3) pages.

4. Course Syllabus: Include only if new course is to be a revision of an existing course.

Selection Criteria: Proposals will be judged on the following criteria:

- Clarity of the centrality of Catholic thought and/or culture in the proposed course.
- Clarity of the proposal for readers not in the applicant's discipline.
- Clarity of learning objectives and their relevance, particularly in relation to Catholic thought, to the course.
- Significance of course to the applicant's discipline.
- The pedagogical approach as it relates to Seattle University's mission and values.

Required Deliverables: Required participation in Catholic Intellectual Tradition lecture (5) and to submit a copy or a draft of the course syllabus to Office of the ICTC prior to June 30, 2025.

Application Submission and Evaluation Process: These application guidelines and forms are available at: <https://www.seattleu.edu/ictc/faculty/fellowship-application-forms/>

Please forward applications electronically at ictc@seattleu.edu or via campus mail to LEML 659. The due date for submission is **May 1, 2024**. Applications will be evaluated by the members of the Catholic Thought and Culture Fellowship Review Committee. The announcement of award decisions will be made by May 15, 2024 for stipends awarded the next fiscal year.

Funding Process: Once awarded, the faculty member will receive the course development funding in two payments as supplemental salary on the faculty member's monthly paycheck.

Funding Period: July 1, 2024 to June 30, 2025 (Second payment is issued when the syllabus is complete).

Questions? For support with developing a new course, contact the Center for Excellence in Teaching and Learning at cetl@seattleu.edu or 296-2144. For other questions, contact Jeanette Rodriguez, PhD, Interim Director, Institute for Catholic Thought and Culture, at 206-220-8271 or JRODRIGU@seattleu.edu.