

CATHOLIC THOUGHT AND CULTURE FACULTY DEVELOPMENT PROGRAM

2012 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 \$5,000 to eligible faculty for developing a course during the summer.

Eligibility: Full-time tenured, tenure-track, and continuing non-tenure-track faculty members from all disciplines are encouraged to apply. Eligible faculty may also apply for the CTC Faculty Research Grant, but will not receive both awards in the same academic year.

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; his or her 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 at:
<http://www.seattleu.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=72254>.
- 2. Course Development Proposal:** The proposal should be in at least 11-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:

- Merit of the proposal in relation to topics of the Catholic thought and culture.

- Clarity of the proposal for readers not in the applicant's discipline.
- Clarity of learning objectives and relevance 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: Following the receipt of a summer stipend, faculty members are required to participate in two work-in-progress events and to submit a copy of the course syllabus to Office of the Associate Provost for Faculty Affairs, ADMN 104 prior to October 1, 2012.

Application Submission and Evaluation Process: These application guidelines and forms are available at: <https://www.seattleu.edu/provost/Inner.aspx?id=63355>. Please forward applications to Rosa Hughes, Office of the Associate Provost for Faculty Affairs, electronically at hughesr@seattleu.edu or via campus mail to ADMN 104. The due date for submissions is **November 1, 2011**. Applications will be evaluated by the members of the Catholic Thought and Culture Advisory Board. The announcement of award decisions will be made by December 15, 2011, for stipends to be 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 to August 31, 2012.

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 Jacquelyn Miller, Ph.D., Associate Provost for Faculty Affairs, at 296-5446 or jcmiller@seattleu.edu.