

THE UNCF/MELLON TEACHING AND LEARNING INSTITUTE

APPLICATION INSTRUCTIONS

IMPORTANT:

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY PRIOR TO PREPARING YOUR APPLICATION PACKAGE.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

We welcome your interest in applying for a UNCF/Mellon Teaching and Learning Institute.

Program Description

The UNCF/Mellon Faculty Teaching and Learning Institute Program was established to create opportunities for UNCF faculty to come together through workshops, seminars and/or mini-conferences to share strategies, scholarship and “best practices” that help to strengthen the teaching and learning environment. It must be emphasized that UNCF/Mellon Teaching and Learning Institutes must focus on curricular enhancements /reforms and pedagogical practices that strengthen the teaching and learning environment within the Mellon disciplinary designated areas. We will not review proposals focused on institutional administrative programmatic needs and/or assessments. Selected institutions will sponsor an Institute at their home campuses and invite UNCF faculty from other institutions to participate. Funding up to \$30,000 is available. Two (2) Teaching and Learning Institutes will be funded each year. The funds can be used to support travel, stipends and other instructional costs associated with the successful execution of the Institute. Institutions that have previously received a Teaching and Learning grant within the past three grant cycles are not eligible at this time. A list of ineligible institutions is attached. Please review the attached list to gain an understanding of the types of Institutes that have been funded in the past.

Interested institutions must submit a 2-3 page proposal describing the proposed Teaching and Learning Institute. The proposal must identify the other UNCF institutions that will be invited to participate. The proposal must clearly articulate the need for the Teaching and Learning Institute and how participants will be able to transfer their experience into effective and enhanced teaching and learning experiences on their home campuses. It is important to highlight the impact of the teaching and learning institute upon students within the UNCF network. An assessment/evaluation plan must be included in the proposal. We must understand how the impact of the teaching and learning strategies will be assessed and evaluated. A list of selected facilitators with accompanying biographical information must be included. A detailed description of the role(s) of the selected facilitator(s) must also be submitted. It is anticipated that persons hired to assist in the facilitation of the Teaching and Learning Institute will be recognized professionals, scholars and/or practitioners in their

respective fields. A copy of the Institute Coordinator(s)' Curriculum Vitae must be submitted with the application. An itemized budget must be attached. In addition, a letter of endorsement from the Chief Academic Officer must accompany the proposal detailing how the proposed Institute will enhance the teaching and learning environment of his/her institution.

TEACHING AND LEARNING INSTITUTE APPLICATION REQUIREMENTS

Please make sure the following items are completed and postmarked by January 31, 2018.

- 2-3 page typed proposal describing the Teaching and Learning Institute, including UNCF institutions that will be invited to participate
- List of selected facilitators with accompanying biographical information. It is anticipated that persons hired to assist in the facilitation of the Teaching and Learning Institute will be recognized professionals, scholars and/or practitioners in their respective fields
- A detailed description of the role(s) of the selected facilitator(s)
- Curriculum Vitae of the Institute Coordinator(s)
- Itemized budget detailing expenses related to the Institute. Please note that funding to support host institutional staffing and technology purchases must be justified.
- A detailed assessment/evaluation plan must be included in the application**
- Letter of Endorsement from the Chief Academic Officer (Note: Letter must detail how the Institute will enhance the teaching and learning environment of the host institution.)

Those host institutions (listed below) that have received a Teaching and Learning grant within the last three cycles (2017, 2016, and 2015) are not eligible at this time:

2017 **Wiley College**

Topic: "#GoOpenSummit"

Participating Institutions: TBD

2016 **Bennett College**

Topic: "Living and Learning Communities (LLCs) at HBCUs: A Viable Way to Impact Student Retention and Student Learning Outcomes at HBCUs"

Participating Institutions: Bennett College, Johnson C. Smith University, Livingstone College, Paine College, Rust College, Tougaloo College, Virginia Union University, Wilberforce University

Huston-Tillotson University

Topic: "Centering Students in the First Year Composition Classroom: Engagement, Improvement and Pedagogical Practices"

Participating Institutions: Claflin University, Clark Atlanta University, Hampton University, Huston-Tillotson University, Livingstone College, Morehouse College, Spelman College, St. Augustine's University, Stillman College, Wiley College

Tuskegee University

Topic: "Forging Direction and Solidifying Our Bases: Eighteen HBCUs with Museums, Galleries and Art Spaces"

Participating Institutions: Bennett College, Clark Atlanta University, Fisk University, Hampton University, Spelman College, Tougaloo College, Tuskegee University

2015 Claflin University

Topic: "Preparing Global Leaders by Enhancing Student Engagement with World Literature and Culture"

Participating Institutions: Allen University, Bennett College, Claflin University, Clark Atlanta University, Edward Waters College, Hampton University, Huston-Tillotson University, Morehouse College, Paine College, Shaw University, Saint Augustine's University

Spelman College

Topic: "Educating for Sustainability: Greening the Curriculum at Minority Serving Institutions"

Participating Institutions: Benedict College, Claflin University, Clark Atlanta University, Dillard University, Johnson C. Smith University, Spelman College, Tuskegee University

Mail full application materials **unbound** by the postmark deadline (**January 31, 2018**) to:

Dr. Cynthia Neal Spence
Director
UNCF/Mellon Programs
350 Spelman Lane
Box 333
Atlanta, GA 30314

NO APPLICATIONS ACCEPTED BY FAX OR EMAIL

For further information, please contact our programs office at 404.270.5685 or 404.270.5686. Additional information and copies of this application are also available on our website: www.uncfmellon.org

THE UNCF/MELLON TEACHING AND LEARNING INSTITUTE

APPLICATION

DEADLINE: JANUARY 31, 2018 (POSTMARKED)

APPLICANT'S INFORMATION

Name of Institute Coordinator(s): _____

Coordinator(s) Position/Title: _____

UNCF Institution: _____

Home Address: _____

Business Address: _____

Home phone: _____ Business phone: _____

Fax: _____ Email: _____

Check One: Male Female

Proposed Title of Teaching and Learning Institute: _____

Have you participated in any other UNCF/Mellon Programs? _____

If yes, which one(s)? _____

**PLEASE INCLUDE THIS COVER SHEET AS A PART OF YOUR
APPLICATION MATERIALS.**