



**Fashion Institute  
of Technology**

**TEACHING INSTITUTE  
FACULTY FUNDING PROGRAM  
GUIDELINES & APPLICATION**

**DEADLINE DATES**

**FALL 2009:** *SEPTEMBER 14  
NOVEMBER 16*

**SPRING 2010:** *FEBRUARY 8  
APRIL 19\**

*\*This deadline applies to projects through September 2010*

## THE TEACHING INSTITUTE FACULTY FUNDING PROGRAM MISSION

FIT's Teaching Institute Faculty Funding Program is designed to enhance academic life within the FIT community and help faculty pursue their professional goals as teachers, artists, designers, practitioners and scholars. By funding proposals that meet these goals, the program seeks to foster excellence and innovation in the teaching/learning process. The program is administered and funded through Curriculum & Instruction, Office of Academic Affairs, and applications are reviewed by the Teaching Institute Committee.

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The Committee gives priority to travel applicants who will present papers, conduct workshops or participate in panels/seminars at conferences and professional gatherings. Priority is given to applicants who have never received Teaching Institute funding or who have not received funding in more than two years.

The following activities fall outside the parameters of Teaching Institute funding: (1) department field trips with students, (2) curriculum and course development that is the responsibility of the department or school, (3) technological and/or other training that is required to routinely perform one's job and (4) activities needed to maintain professional memberships.

### DESCRIPTION OF MERIT AWARD CATEGORIES

#### I. **Projects** (Projects may fall into one or more of the following categories):

- **New Teaching /Learning Strategies**  
Awards for faculty to explore, develop and pilot new teaching methodologies for the classroom. Activities may include workshops that introduce new teaching techniques/approaches designed to improve student learning outcomes
- **Cross-Curricular Collaborations**  
Awards for exploratory, cross-curricular faculty collaborations designed to improve student outcomes and meet strategic goals such as, (1) supporting interdisciplinary teaching or (2) writing across the curriculum.
- **Curriculum Enrichment and/or Renewal**  
Awards for faculty members to investigate new curricular approaches that go beyond departmental responsibility with regard to curriculum review or revision. Project goals should reflect thinking that is cutting-edge, relevant to the workplace and technologically appropriate.
- **Seed Grants**  
Resources to faculty for "start-up" costs for projects and/or research and scholarship to develop activities that promote active learning and improved outcomes. Key to seed funding is the impact the project could have on the greater FIT community and the potential for institutional adoption.
- **FIT Symposia/Seminars**  
Funding to host symposia that bring well-known experts to the campus to address issues

of pedagogical and teaching innovation in the areas fitting within FIT's academic mission. This category may be coordinated with other SUNY funding programs such as: *Conversations in the Disciplines*: <http://www.suny.edu/provost/facultyawards.cfm>.

All projects should address one or more of the special themes and areas of focus outlined below:

Active Learning  
Pedagogies to Strengthen the FIT Liberal Arts CORE  
Writing in the Majors/Disciplines  
Innovative and Effective Activities to Determine and Assess Student Learning Outcomes  
Maximizing New Technologies in the Classroom  
Critical Thinking  
Globalization  
Professional Sharing and Mentoring Opportunities  
Green and Sustainable Design

*Note: Please refer to criteria for assessing merit and funding guidelines for project awards on the Teaching Institute website: <http://www3.fitsuny.edu/CET>.*

## **II. Travel to Present/Participate in Professional Conferences**

Awards to reimburse faculty for costs to attend conferences and professional gatherings in order to present papers, chair panels and/or serve as organizers/ moderators. Awards are also given to reimburse faculty for fees and travel costs to attend professional meetings to stay current in their field of study and/or to establish links with colleagues in their own profession. Faculty names, if included in programs, must be listed as affiliated with FIT. The TI does not support travel for the purpose of department hiring.

## **III. Winter/Summer Practicum**

Full-time, tenured faculty may apply for a *Practicum* to be spent in a business or industry during the winter or summer breaks for a period of 3-5 weeks. The purpose is to renew professional skills and update knowledge areas.

### **DESCRIPTION OF SPECIAL THEMES/AREAS OF FOCUS**

- Active Learning: Projects that seek to develop and/or improve upon methodologies that foster student-centered learning. Hands-on workshops, presentations and the development of materials that take the focus off the teacher and place the emphasis on "learning by doing."
- Pedagogies to Strengthen the FIT Liberal Arts Core: Projects that highlight interdisciplinary activities and strengthen the role of General Education across the curriculum and across the disciplines.

- Writing in the Majors/Disciplines: Projects that seek to enhance students' writing and communication abilities. They may include innovative classroom activities, workshops and/or training sessions that focus on strategies to promote writing across the curriculum.
- Innovative and Effective Assessment Activities: The improvement and/or development of assessment models that address course objectives and student learning outcomes. Examples include: Creating an assessment portfolio for senior projects, developing rubrics for courses or programs or creating student self-evaluation models.
- Maximizing New Technologies in the Classroom: These projects will explore the effective implementation of new technologies in teaching and learning in order to enhance existing pedagogies. This includes faculty who would like to introduce technology such as podcasting, video-conferencing, virtual realities, etc., into the classroom.
- Globalization: Projects that foster our understanding of the global marketplace and open new and innovative international opportunities.
- Critical Thinking: Projects that promote critical thinking, reading and writing. These projects seek to foster greater analytical thinking and effective problem-solving in the classroom, as well as their carry-over to the marketplace.
- Professional Sharing and Mentoring Opportunities: Projects that encourage faculty collaborations, partnerships and help to build communities for teaching and learning.
- Promoting Green and Sustainable Design: Projects and initiatives that foster green and sustainable initiatives in design and across the disciplines.

## HOW TO PREPARE YOUR APPLICATION

### ***General Information***

Applications will be reviewed by the Teaching Institute Committee and the Office of Curriculum & Instruction. All awards are open to full-time and part-time faculty, with the exception of the Practicum which is open only to full-time faculty.

For the 2009-2010 academic year, the committee will strictly adhere to *posted deadlines*. **No activity will be funded retroactively.** The review of an application is usually completed within 2-3 weeks after the applicable deadline. You will be notified in writing on the outcome of your application. Since funding is limited, applications will be carefully evaluated on their merit, clarity of objectives, feasibility and how they meet the Teaching Institute mission and criteria described in this guide.

### ***Application Information***

**Please note: Activities that begin in the latter half of the previous semester or in late summer, 2010 must be submitted for review by April 19, 2010.**

Please fill out the application and budget forms of this guide and attach the required materials. The application form is also available to download from: <http://www3.fitnyc.edu/CET>. Go to left hand tab and click on Teaching Institute. When this page opens, click on “Click here to download Funding Guidelines for Projects.” Please submit your application in hardcopy. For further assistance in preparing your application, please contact the Teaching Institute, x7-4064, [celia\\_baez@fitnyc.edu](mailto:celia_baez@fitnyc.edu).

## ***The Budget Statement***

List the Teaching Institute request for funding in one column and any additional funding you plan to receive in the second column. Please note: Expenses such as memberships, subscriptions, CDs, DVDs, books, supplies, or shipping will not be reimbursed. If the application is for travel to attend a professional/scholarly conference, please consult the Teaching Institute Travel Policy to help you estimate your expenses, including lodging and transportation costs. The policy is available on <http://www3.fitnyc.edu/CET>>Teaching Institute. If air travel is involved, find competitive listings for best airfares. Note: FIT will not reimburse additional food costs if meals are included in the conference fee.

- **For Projects:** Please see *funding guidelines* under the Teaching Institute tab on the CET web site for guidelines (<http://www3.fitnyc.edu/cet>) for project awards.
- **For Travel:** The maximum international travel award is \$1,500 and \$1,000 for domestic. No advance funding will be issued.
- **Winter/Summer Practicum:** Funding is determined on an individual bases.

## ***Required Materials***

**Projects:** On a separate, attached page, explain in a **500-750 word statement** how your project will meet Teaching Institute criteria. You should include (1) goals for your project, (2) activities you will undertake to achieve these goals and (3) an evaluation plan for outcomes and plans for potential adoption by the institution. Outcomes should include the impact activities could have on specific courses, students and/or colleagues. Attach documents that pertain to or support your application. Please meet with Elaine Maldonado, 7-4062, before submitting your application.

**Travel to Conference:** If the application is for funding to travel to a professional/scholarly conference, you must include the following: (1) a statement of **250 words or more** explaining the purpose for traveling (2) printed information about the event, listing dates, location, and fees and (3) if you are giving a paper, or presiding in an official capacity at the event, an acknowledgement from the event organizers. *Your affiliation must be listed as “Fashion Institute of Technology” if your name is to appear in programs and similar material.*

**Practicum:** A **500-750 word statement of purpose** is required, describing the scope/job description of the Practicum, its duration and relevance to the major discipline. A letter of agreement from the sponsoring business or industry must also be submitted. Please meet with Elaine Maldonado, X7-4064, before submitting your application.

## ***Reporting and Reimbursement***

***Only receipts received during the current fiscal year (July 1, 2009–June 30, 2010) will be reimbursed.***

**Projects:** Please make an appointment to meet with Elaine Maldonado, 7-4062, in the CET before submitting your **project proposal** to discuss the nature and length of required reporting and/or documentation. For projects spanning more than one semester, interim reports must be submitted. Interim reimbursements (if pre-approved) will be processed after the mid-project report is received. All projects require a final report before final payment can be processed.

**Travel:** If your travel is funded, a completed Travel & Business Expense Report, original receipts and a report must be submitted to the Teaching Institute within two weeks of completion of activities. The narrative portion of the report must meet a minimum 250 word requirement. Your narrative should focus on how your experience positively informed your teaching and professional growth.

Reimbursements, such as fees and travel expenditures for a conference, will be processed once all receipts, up to the limit of the approved amount and your report, are received. Please note that you may be contacted at later date to share your findings in a CET activity. Failure to submit these documents in a timely manner may jeopardize future funding through the Institute.

**The Practicum:** Please make an appointment to meet with Elaine Maldonado, 7-4062, in the CET before submitting your practicum proposal and to discuss the nature and length of the required report and/or documentation. Interim reimbursements (if pre-approved) will be processed once mid-project activities, report and receipts are received. All projects require a final report before final payment can be processed.