

School of Education and Human Development
Faculty Learning and Work Enhancement Fellowship Guidelines
Approved by the Deans Council 10/21/2022

Definition:

The School of Education and Human Development (SEHD) Faculty Learning and Work Enhancement Fellowship (FLWE) seeks to support faculty undergraduate instruction especially for faculty teaching three or more undergraduate courses (9 cr. hrs.) per semester. The FLWE fellowship will allow for the redistribution of faculty fellows' workload assignments to

- accommodate curricular and instruction innovation,
- build and test high impact learning interventions and best practices, and
- advance the scholarship of teaching.

The fellowship program will be funded and administered by the School of Education and Human Development. These fellowship opportunities are designed to provide transformational experiences for faculty teaching undergraduate courses in which they may engage deeply in the scholarship of teaching and learning, revisions to and refreshment of their teaching curriculum and practice, research designed to improve their teaching and research enterprise, and similar projects for the purpose of adding to the knowledge available to the students of the SEHD and Texas A&M University. The program especially aims to collaborate with the Center for Teaching Excellence at Texas A&M to foster innovation and creativity in high impact teaching, and in the scholarship of teaching and learning.

Process:

The SEHD will provide instructional replacement funding for 12 credit hours per grantee, applied either to a single semester or divided over two semesters (fall and spring) within the same academic year. One professional development opportunity will be available per department.

Faculty applicants will prepare applications at least a year in advance of the intended time of professional learning release time. The Executive Committee (EC) at the department level will review the applications and make a recommendation to the Department Head, who will review, approve, and advance the department's chosen application to the school level. The Faculty Advisory Council (FAC) at the school level will review applications and make a recommendation to the Dean for review and final approval of four applications.

Eligibility:

Academic Professional Track Associate and Full Professors with at least five years' full employment with Texas A&M and having taught over three undergraduate courses a semester is eligible to apply for this fellowship opportunity. Faculty must be engaged and teach in undergraduate instruction and hold an appointment at 100% FTE to be eligible to participate. If faculty members have taken FLWE fellowship in the past, they are only eligible to apply for the fellowship if five full years have elapsed since the completion of their last fellowship opportunity.

Instructions for Faculty Applicants:

The FLWE fellowship enhancement opportunity proposals must include the following, and will be submitted **as a single PDF file** via e-mail at the department level for review by the Department Executive Committee and Department Head: (Incomplete proposals or those not consistent with the guidelines will not be reviewed)

Abstract:

- 100 words maximum
- In lay terms, describe the nature and purpose of the FLWE opportunity proposal.
- The abstract is forwarded to the SEHD-level review committee along with the proposal.
- Must be written in the third person
- NO ACRONYMS
- Must start with “Dr. Smith’s undergraduate instructional enhancement fellowship will take place (insert location here) ...”
- Place(s) where FLWE will take place must be clearly defined
- Activities that will occur during the FLWE
- Benefits and expected impacts of the FLWE to:
 - Students/teaching/scholarship of teaching and learning
 - Faculty member’s research agenda, if their appointment involves research
 - Department, SEHD and/or university

*Note: Abstract should not contain bullet points; the outline provided above is for guidance in composition only.

Detailed proposal:

- 700-1200 words describing what, when, where, and why of the proposed faculty learning and working enhancement opportunity.
- Please address, to the extent possible, expected locations, with corresponding dates, and the activities planned. In addition, specifically detail the benefit of the FLWE and the expected impact. Detailing the impact would include benefits to your scholarship of teaching, students and teaching, and department and SEHD’s strategic goals.

Letter(s) of Invitation:

- If the applicant proposes a FLWE activity that entails significant activity/time at an outside institution, admission to or participation in an external program or fellowship, or access to an individual’s lab (does not include public libraries, etc.), a letter of invitation or award from the institution/individual IS REQUIRED.

Curriculum vitae:

- A two-page CV, PDF format, must be submitted with the proposal.

Evaluation Criteria:

1. Benefit of FLWE for faculty member’s teaching development, scholarship in the area of teaching learning, or research agenda is clearly described.
2. Objectives of FLWE opportunity are clearly stated and consistent with Department and School goals of transformative innovation, impact, and influence.

3. Proposed activities have the potential to lead to transformational changes in curricular design, course delivery, competitive teaching grant proposals, collaborative/interdisciplinary efforts, or research advancement in the scholarship of teaching.
4. Proposed FLWE activities are well-aligned with stated benefits and objectives (1. and 2. above) and have high probability of being accomplished.
5. Proposed activities are feasible or manageable (e.g., necessary additional funds to support the work are identified; any proposed host indicates willingness to sponsor FLWE activity if applicable, admission into teaching development programs has been obtained, online instructional design support is confirmed to be available to faculty member if faculty member is proposing to re-design courses to be offered online, etc.).
6. Applicant's prior accomplishments demonstrate capacity to achieve the stated objectives.
7. Proposed activities cannot be completed without this learning opportunity. Some faculty have non-negotiable commitments, (e.g., instructional obligations, grant management, and research-time commitments); however, time provided through FLWE opportunity would enable them to fulfill the criteria previously outlined.
8. Evidence of consultation and collaboration with the Center for Teaching Excellence to enhance the overall impact, effectiveness, and successful implementation of the proposed project.

Expectations:

Those who receive Undergraduate Instruction Fellowship Enhancement opportunities are required to submit a Final FLWE Report to the Office of Faculty Affairs through the Department Head detailing how the fellowship FLWE opportunity was used. The report must go into the specifics of the benefits to their scholarship of teaching, curricular or instructional innovations produced, impact on students and teaching, and department and SEHD's strategic goals. Awardees will also be required to make a presentation at the School level based on their FLWE experience.

Instructions for Department Heads:

To enhance FLWE proposals, Department Heads should encourage and support faculty to participate in FLWE. Instructional loads and administrative service responsibilities created by absence due to FLWE are managed by Department Heads in cooperation with program area chairs. Examples of administrator responsibilities to support FLWE include but are not limited to (a) identifying and encouraging faculty to seek FLWE, (b) assuming responsibility, in consultation with program coordinators, for identifying and solidifying course replacements, and (c) locating replacements for faculty on departmental and School committees.

The FLWE will be most effective with proactive advanced planning on the part of the faculty member in conjunction with department chairs and programs. For example, programs/departments could develop a three-year plan to articulate FLWE requests. Administrators are encouraged to support FLWE and to work with faculty in the process of identifying course instructors and assuming committee responsibilities.

School-Level Decision:

Only one candidate per department may be forwarded to the school level for further review and consideration. The rubric below should be used when evaluating proposals.

**School of Education and Human Development
Rating Evaluation Form for
Faculty Learning and Working Enhancement
Proposals**

Faculty Member requesting FLWE:

Date:

Proposal is complete (all required items are complete): YES NO

Brief abstract (100 words maximum).

1. Detailed proposal (700-1200 words)
2. Letters of support or invitation (necessity is dependent on proposed activities and location)
3. Curriculum Vitae (2-page)

1. Benefit of FLWE for faculty member's teaching development, scholarship in the area of teaching learning, or research agenda is clearly described.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

2. Objectives of FLWE are clearly stated and consistent with Department and School goals of transformative innovation, impact, and influence.

a. Innovation

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

b. Impact

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

c. Influence

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

3. Proposed activities have the potential to lead to transformational changes in curricular design, course delivery, competitive teaching grant proposals, collaborative/interdisciplinary efforts, or research advancement.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

4. Proposed FLWE activities are logically consistent and well-aligned with stated objectives (i.e., activities have high probability of accomplishing stated benefits).

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

5. Proposed activities are feasible or manageable (e.g., necessary additional funds to support the work are identified; host indicates willingness to sponsor FLWE, if applicable).

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

6. Applicant's prior accomplishments demonstrate capacity to achieve the stated objectives and benefit.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

7. Project cannot be completed without Faculty Learning and Working Enhancement Opportunity.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

8. Project collaboration with Center for Teaching Excellence.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

Total Points Awarded: _____/50

Overall recommendation:

1	2	3	4	5
Insufficient Evidence to	Fair	Good	Very Good	Compelling Evidence to Approve