

**TEACHING SKILLS STUDY AWARDS (TSSA)**  
**Call for Proposals - Fall 2015**  
**(Sponsored by: Teaching Resource Center)**  
**SUBMISSION DEADLINE: Tuesday, ~~Sept.~~ Oct. 6, 2015,**  
**11:59pm**

**PURPOSE**

To enhance faculty's TEACHING by attending a conference devoted to university teaching or to a high-impact, evidence or a newly developing teaching practice.

**ELIGIBILITY**

Full time tenured and tenure-track faculty, and fulltime CSUSB lecturers on a minimum of one-year contract who have not received any TSSA funding in AY 2015-16 are eligible.

**FUNDING**

Awards range from \$400-\$1,000. Approximate budget is \$7,000/quarter.

**GUIDELINES**

1. Conference must focus on teaching strategies or methods, (e.g., case studies, problem-based learning, active learning, online teaching, collaborative learning, strategies for teaching multicultural classes), and not on content and research in a discipline. Very high priority will be given to conferences totally dedicated to teaching.

**Note:** These awards are not for research or general academic conferences. Proposals for participation in broader conferences or workshops which include *substantial* component(s) focused on teaching will be considered, but will require special justification and details of the nature of the program you wish to attend.

2. Attendance at the conference must directly enhance current courses and immediate teaching assignment or be directly related to departmental needs for program development.
3. Application must be accompanied by a separate sheet with the name and dates of the conference, the link to the conference program, and the names of the workshops and/or presentations you plan to attend.
4. Faculty member will serve as TRC's campus consultant on the teaching strategies learned and must be willing to support TRC's teaching programs.
5. The award will apply only to the approved conference and is not transferable to other conferences.
6. This FIRST call for proposals on September 17, 2015 will apply to conferences scheduled between September 1 and December 31, 2015. There will be a separate call for conferences scheduled in Winter (Jan-Mar) and Spring (Apr-Jun) 2016\*.
7. Applications must be submitted electronically no later than 11:59 pm of the deadline date.
8. After the conference, faculty will submit a one-page report, and participate in a brown bag dissemination in 2016-17.
9. Funding will be on a reimbursement basis. Faculty members will complete and submit a Travel Expense Claim and all original receipts for approved expenses (registration, hotel, transportation, parking, per diem) to TRC. Travel Expense Claims will be processed by the Teaching Resource Center.

**Faculty are encouraged to use the CONNEXUS Travel Program**

**(<http://travel.csusb.edu>) to make travel arrangements** (as per CSU Travel Policy 3601.1, effective April 1, 2011). For more information on how to submit a Travel Expense Claim Form, go to <http://travel.csusb.edu/>

10. Department Chair's signature is required.

## APPLICATION FORM

(Proposals that do not comply with the formatting specifications listed below will not be reviewed by the Instructional Quality Committee and will not be funded.)

Proposals should be a maximum of two pages, have 1 inch margins all around, may be single or double-spaced, and have a font size no smaller than 11 point in Arial style. Exclude all identifying information on Page Two. Do not use imbedded headers/footers, page numbers, or footnotes.

### PAGE ONE

1. **TITLE:** FALL 2015 Teaching Skills Study Award
2. **NAME, Department, Email, Phone**
3. **SIGNATURE** of Department Chair, Name, Email, Phone

### PAGE TWO

4. **NAME OF CONFERENCE, DATE, LOCATION, PLUS** conference website link
5. **DESCRIPTION OF Teaching Strategies or Method(s)** that you will study at the conference
6. **EXPLAIN WHAT YOU HOPE TO LEARN** from attending the conference
7. **EXPLAIN HOW WHAT YOU LEARN WILL ENHANCE YOUR TEACHING**
8. **EVALUATION AND DISSEMINATION:** Do you agree to participate in activities that TRC and the Instructional Quality Committee will set up for grant awardees? Yes / No
9. **BUDGET:** List travel expenses (registration, transportation, hotel, per diem, parking)

### SUBMISSION

1. Submit ONE ELECTRONIC .PDF COPY to [trc@csusb.edu](mailto:trc@csusb.edu).
2. **DEADLINE: 11:59 PM, SEPTEMBER 29, 2015 (Tuesday).**

Awards will be announced during the week of October 26, 2015.

### CRITERIA

1. Proposal follows required format. **Proposals that do not comply with the formatting specifications will not be reviewed by the Instructional Quality Committee and will not be funded.**
2. Proposal was received on time.
3. Proposal is signed by Department Chair.
4. Conference details (date, location, website) are included.
5. Conference is directly related to teaching.
6. Impact of conference on teaching is significant and clearly explained (See Item #7 above).
7. Faculty member agrees to participate in an evaluation and/or dissemination activity to be determined by IQC/TRC.
8. Budget is appropriate and does not exceed \$1,000.
9. Faculty member has not received prior TSSA funding for AY 2015-2016.
10. Faculty member has submitted all grant reports for TRC grants awarded prior to 2014-2015.

\* Grant programs are scheduled based on funding approval for the new fiscal year.