

E.F. Mulder Center for Teaching Excellence

McCann Teaching Enhancement Fund (TEF)

Guidelines

To support the engagement of LSUA faculty in their professional development endeavors, the Mulder Center for Teaching Excellence through the support of the LSUA Foundation has established the **McCann Teaching Enhancement Fund (TEF)**. This fund was established to provide faculty with financial support to attend conferences or other professional development activities that will enhance their professional growth, teaching skills and strategies, and/or support the dissemination of their scholarship.

The Mulder Center for Teaching Excellence accepts applications from faculty members for reimbursable expenses for participation in professional development programs or conferences, normally off-campus, to be undertaken during the academic year, including summers. Awards will consist of a maximum of **\$1000 for professional meetings and/or conferences**. In no case can the award exceed the cost of travel and other allowable expenses incurred in connection with the meeting. Should the conference sponsor at any time provide support to the faculty member, this amount must be disclosed and will be applied to the balance of the trip before the expenditure of LSUA funds.

Initial grant awards will be announced in the fall and again in the spring semester. **Deadlines for submissions are waived for the first few years and are awarded until all funds are dispersed.** Funds remaining in a given semester will roll over to the subsequent semester. Preference will be given to presenters and officers of professional organizations, as well as timeliness of submissions. Early submission is critical as funds are limited and based on endowment earnings. Submissions will close when all available monies for the semester are allotted. All full-time LSUA faculty are eligible to apply. Please complete and submit a TEF application to be considered for funding.

Applications will normally be considered for a maximum of one award per academic year, including summers. Exceptions may be made in extenuating circumstances. Expenditure of funds on conference-related expenses must be documented.

Priority for TEF Professional Development funding will be given to the following areas

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- Presentations of Research/Workshops/Addresses
- Scholarship of Teaching and Learning
- Discipline Specific Conferences
- Innovative Approaches for assessing Teaching and/or Learning
- Collaborative Teaching and Learning Strategies
- Technology and the Classroom

Following attendance, TEF recipients will be expected to submit a Documentation/Reimbursement form including:

- Summary of the event and an evaluation of how it may have contributed to teaching excellence
- All University required documentation for reimbursement
- Plan to "return" information to campus

In order for a previous TEF recipient to be considered for an additional TEF award, the aforementioned documentation form must have been submitted to the *Center for Teaching Excellence* within **two weeks** following the event to Susan Bowers by email attachment: sbowers@lsua.edu.

For more information, please contact Susan Bowers at 473-6433 or sbowers@lsua.edu.