Date: October 17, 2018

To: UNM Regular Voting Faculty, Main Campus

Fr: Faculty Senate Teaching Enhancement Committee (TEC) – Teaching Allocation Grants (TAG) Subcommittee

Subject: Teaching Allocation Grant (TAG) Policies/Guidelines/Application Process for 2018-2019

I. POLICIES

The Teaching Enhancement Committee invites applications for Teaching Allocation Grants. Teaching Allocation Grants are available to support faculty projects with the primary goal of enhancing teaching effectiveness to support UNM’s diverse student population. The committee seeks proposals for realistic, well-planned, and innovative projects that have clearly outlined rationale and desired outcomes. In an effort to ensure each proposal receives thorough consideration, please avoid overly technical terminology related to a particular content area; instead, please consider using language that is understandable to non-specialists. Applications for the fall should be submitted by November 19, 2018. The TAG Subcommittee will review applications and contact awardees by December 7, 2018.

A. Eligibility: TAG funds are limited to voting members of the UNM main-campus faculty (excluding the Health Sciences Center) who hold the rank of Lecturer, Assistant Professor, Associate Professor, or Professor. Funds will not be awarded to support student work leading to an advanced degree.

It is the intent of the TAG Subcommittee to support NEW and innovative teaching and learning methods that support UNM’s diverse student population and to enhance effective communication of information, ideas or methods of inquiry in an academic environment. We encourage proposals for upgrading existing courses, developing interdisciplinary approaches, or utilizing modern technologies as teaching tools. It is essential that the proposal include a) a clear indication of the anticipated effect on learning enhancement b) the number of students that will benefit, and c) how the success of the project will be assessed. **Funds may not be used to compensate faculty’s time spent on the project.**

B. Period of Funding: Funds must be expended by the award recipient by December 20, 2019.

C. Award Management, Sharing, & Reporting: The award recipient is fully responsible for management of grant funds. Outstanding expenses will be the responsibility of the recipient of the award. Once the project is complete, each TAG funding recipient MUST submit a brief summary report within 90 days of the termination of the grant period (March 20, 2019). The reports should clearly indicate: (1) how the funds were used, (2) the number of students impacted by the project, (3) results of the assessment of the project, and (4) a summary of any resulting presentations or publications. A report template will be provided to all award recipients. To be eligible to be funded on a future proposal, recipients must have filed a final report for all previous TAG grants. The award recipient agrees to being listed on the Center for Teaching Excellence (CTE) website along with their contact information and report. Award recipients are also
expected to disseminate their findings to other members of the university community and will be contacted to consider participating in CTE’s conferences and workshops.

D. **Funding Restrictions**: Funds are awarded to complete the defined project only for purchase of supplies, equipment, travel, and services requested and approved in the award recipient’s submitted budget. Funds may not be used to compensate a faculty member for time spent on the project. Any budget modification which might be construed by the TAG Subcommittee as altering the scope of the work must be submitted in writing to the TAG Subcommittee Chair for approval prior to any expenditure of funds.

E. **Prior Approvals**: Approvals must be obtained from the appropriate university committees for projects which involve any use of human subjects, animals, radioactive materials, or recombinant DNA techniques.

II. **GUIDELINES**

Current budgetary conditions require the TAG to follow the guidelines listed below in order to assure cost-effective use of University funds.

A. **Awards**: Individual grants will be limited to $5,000.

B. **Personnel/Services**: Funds may be requested for personnel/services that award recipients would not normally be expected to provide themselves (e.g., graduate assistants, student employment). All requests for personnel/services must be in accord with current University policies and salary rates, and must be fully described and justified as essential to achieve the goals of the proposals.

C. **Travel**: TAG will consider travel to symposia, conferences, seminars, or exhibits or the use of funds to bring relevant resources to campus. All pertinent transportation will be supported at the actual cost. It is expected that the award recipient will seek the lowest airfare possible. Application for such funds must be justified and accompanied with descriptive literature of the content of the event.

D. **Major Equipment**: If the project requires the purchase of major equipment (valued at $1000 or more) the equipment becomes the property of the recipient’s department. Any request for major equipment must be fully justified as critical to the project.

III. **APPLICATIONS**

Proposals not meeting the application guidelines may be returned without review.

A. **Cover Page**: The first page of the application must include the following information:

   a. Name of applicant, rank, department, email address, complete campus address, campus phone number, number of years at UNM, number and date of any previous TAG award
   b. Title of the proposal
   c. 100 word summary of the project (which will be posted on the CTE website if the proposal is funded)
   d. Total amount requested from the TAG for the project
   e. Itemized budget for proposed expenditures. Please be as specific as possible.
f. Description of other funding sources or in kind support for the project  
g. Description of how the proposer plans on sharing their resources and findings

B. **Letter of Support**: Letter or email from department chair or senior faculty member in support of the project. The letter should explain the importance of the proposed project to curriculum and instruction in the department.

C. **Body of the Proposal**: Beginning on the second page and continuing for a maximum of three, single-spaced pages, present a description of the proposed project. Please write in language that can be understood by non-specialists. Include a statement as to how this project is expected to enhance your teaching and increase the quality of the educational process at this university, and how you will determine the impact. In some cases, the proposal will be related to a specific course or courses. List the number of students expected to benefit from this award. Provide a statement describing how the outcomes of the project will be assessed.

D. **Final Page**: This page should contain the justification requested for any of the above items such as major equipment, personnel and travel.

IV. **SCORING**

Each of the components will be scored on a scale of 1-5 and will be weighted as follows:

a. Complete Cover Page: 5%  
b. Number of Students Expected to Benefit: 10%  
c. Itemized Budget (clear, appropriate, feasible): 20%  
d. Outcomes Assessment Plan: 20%  
e. Letter of Support: 5%  
f. Overall Quality and Impact of the Project: 40%

V. **SUBMISSION**

All applications should be submitted electronically to cte@unm.edu. Hardcopy submissions will not be accepted. You may contact the TEC Chair Dr. Kersti Tyson at kersti@unm.edu with any additional inquiries regarding the policies. For questions related to the submission process, please contact CTE at cte@unm.edu.