

THE UNCF/MELLON TEACHING AND LEARNING INSTITUTE

APPLICATION INSTRUCTIONS

IMPORTANT:

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY PRIOR TO PREPARING YOUR APPLICATION PACKAGE.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

We welcome your interest in applying for a UNCF/Mellon Teaching and Learning Institute!

Program Description

The UNCF/Mellon Faculty Teaching and Learning Institute Program was established to create opportunities for UNCF faculty to come together through workshops, seminars and/or mini-conferences to share strategies, scholarship and “best practices” that help to strengthen the teaching and learning environment. Selected institutions will sponsor an Institute at their home campuses and invite UNCF faculty from other institutions to come and participate. Funding of up to \$30,000 is available. Three Teaching and Learning Institutes will be funded each year. The funds can be used to support travel, stipends and other instructional costs associated with the successful execution of the Institute. Institutions that have previously received a Teaching and Learning grant within the past two grant cycles are not eligible at this time. A list of ineligible institutions is attached. Please review the attached list to gain an understanding of the types of Institutes that have been funded in the past.

Interested institutions must submit a 2-3 page proposal describing the proposed Teaching and Learning Institute. The proposal must identify the other UNCF institutions that will be invited to participate. A list of selected facilitators with accompanying biographical information must be included. It is anticipated that persons hired to assist in the facilitation of the Teaching and Learning Institute will be recognized professionals, scholars and/or practitioners in their respective fields. An itemized budget must be attached. In addition, a letter of endorsement from the Chief Academic Officer must accompany the proposal detailing how the proposed Institute will enhance the teaching and learning environment of his/her institution.

TEACHING AND LEARNING INSTITUTE APPLICATION REQUIREMENTS

Please make sure the following items are completed and postmarked by **January 13, 2012**.

- 2-3 page typed proposal describing the Teaching and Learning Institute, including UNCF institutions that will be invited to participate
- List of selected facilitators with accompanying biographical information. It is anticipated that persons hired to assist in the facilitation of the Teaching and Learning Institute will be recognized professionals, scholars and/or practitioners in their respective fields
- Itemized budget detailing expenses related to the Institute
- Letter of Endorsement from the Chief Academic Officer (Note: Letter must detail how the Institute will enhance the teaching and learning environment of the host institution.)

Those host institutions (listed below) that have received a Teaching and Learning grant within the last two cycles (2011, 2010) are not eligible at this time:

2011 Hampton University

Topic: "Extending a Legacy of International Presence and Outreach- Social Justice and Educational Policy in the 21st Century"

Participating Institutions: Benedict College, Bennett College, Bethune-Cookman University, Clark Atlanta University, Dillard University, Lane College, Morehouse College, Spelman College, Tuskegee University, Xavier University

Huston-Tillotson University

Topic: "Empowering Faculty with a Student-Centered Pedagogy that Promotes Academic Success"

Participating Institutions: Texas College, Wiley College

Spelman College

Topic: "Across the Disciplines and Around the Table: Rethinking Interdisciplinary in Research and Teaching Using Food as a Model"

Participating Institutions: Bennett College, Dillard University, Morehouse College, Tuskegee University, Xavier University

2010 Bethune-Cookman University

Topic: "Institute for Civic Engagement and Social Responsibility"

Participating Institutions: Morehouse College, Spelman College

Clafin University

Topic: "Rethinking the Role of Writing Centers in the 21st Century Development of Institutional Literacy through Inquiry-Based Collaboration"

Participating Institutions: Allen University, Benedict College, Morris College, Voorhees College

Dillard University

Topic: "Scholarship of Teaching and Learning Research Institute"

Participating Institutions: Johnson C. Smith University, Shaw University, Tougaloo College

Rust College

Topic: "Workshop for Learning Outcome Assessment: Achieving Efficiency in Teaching and Learning"

Participating Institutions: LeMoyne-Owen College, Tougaloo College

Mail full application materials **unbound** by the postmark deadline (**January 13, 2012**) to:

**Dr. Cynthia Neal Spence, Director
UNCF/Mellon Programs
350 Spelman Lane
Box 333
Atlanta, GA 30314**

NO APPLICATIONS ACCEPTED BY FAX OR EMAIL

**For further information, please contact our programs office at 404.270.5685 or 404.270.5686.
Additional information and copies of this application are also available on our website:
www.uncfmellon.org**

APPLICATION

DEADLINE: JANUARY 13, 2012 (POSTMARKED)

APPLICANT'S INFORMATION

Name of Institute Coordinator(s): _____

Coordinator(s) Position/Title: _____

UNCF Institution: _____

Home Address: _____

Business Address: _____

Home phone: _____ Business phone: _____

Fax: _____ Email: _____

Check One: Male Female

Proposed Title of Teaching and Learning Institute: _____

Have you participated in any other UNCF/Mellon Programs? _____

If yes, which one(s)? _____

**PLEASE INCLUDE THIS COVER SHEET AS A PART OF YOUR
APPLICATION MATERIALS.**