

University of Evansville
Eykamp Center for Teaching Excellence
Teaching Conference/Workshop Grant Application Information

The mission of the Eykamp Center for Teaching Excellence is to encourage effective and innovative teaching in support of the University's mission of "active learning and scholarship." Our goals are

- To promote better understanding of teaching and learning
- To cultivate "good conversation about good teaching" in a community of active learning
- To foster an understanding of teaching as a valued scholarly endeavor
- To support professors in the vocation of teaching

The ECTE grant program exists to encourage and support faculty who seek professional growth in relation to these goals.

Description: The Eykamp Center will provide up to \$750.00 to offset the cost of attending a teaching conference or workshop, either general or discipline-related.

Requirements: ECTE grants may be awarded to full-time faculty of any rank. In keeping with the goals listed above, grant recipients are asked to identify questions/issues regarding teaching which they wish to explore, and upon return, are asked to present what they have learned to the larger faculty community. These presentations may take the form of brown bag or panel presentations, presentations at an ECTE symposium, round-table discussions, or an ECTE discussion group devoted to the relevant topic.

Procedure: Individuals wishing to be considered for a grant must complete the accompanying application, including all requested information. Strong applications will consider the ECTE goals listed above, as well as how the proposed conference will enrich individual teaching and the larger faculty community.

Review: Please email your application to ecte@evansville.edu. The director and co-director for ECTE will review applications and make award decisions.

This grant program is possible through the generous support of Rita and Richard Eykamp.

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Teaching Conference/Workshop Grant Application Guidelines

Please include the following information in an electronic document, to be sent to ecte@evansville.edu. A sample application is available upon request.

1. Name, e-mail address, campus phone number
2. Your title and department
3. Title and dates of the conference or workshop.
4. A description of the conference/workshop that clearly shows its teaching focus. (Although it may be useful to include pertinent language from conference literature or calls for papers, the description and explanation of teaching focus should be your own.) Please attach a copy of the conference/workshop brochure in addition to your own language; include the conference objectives and schedule.
5. A rationale for your funding request. (This section should identify the teaching questions/issues you intend to explore and include anticipated connections to your own teaching practice. If you are attending the conference/workshop without presenting, please refer to specific presentations/sessions in which you are particularly interested. If you plan to present, please also include a brief abstract of your presentation, as relevant.)
6. Plans for presentation to the faculty community, including time frame. (Examples include brown bag or panel presentations, round-table discussions, or facilitating an ECTE group on the teaching issues you've explored. All presentations will be coordinated by the ECTE director, but you will have the best sense of what kind of presentation will be most relevant/useful, as well as a sense of preferred timing.)
7. Budget, including cost of participation and travel, and including any other anticipated or confirmed sources of funding.
8. Signature/E-signature

Upon approval, please submit a travel request form, routing first to the ECTE director. You must file this form before travel takes place, and then resubmit it (with receipts, etc) after the conference/workshop for reimbursement. (Two sets of signatures required).

Upon your return from the conference/workshop, please email the directors at ecte@evansville.edu with a suggested focus for your presentation, including potential application to faculty outside your discipline.