

2018 LMU FAITH & JUSTICE CURRICULUM DEVELOPMENT GRANT

Proposals are now being solicited for the **2018 LMU Faith & Justice Curriculum Development Grant**. Faith & Justice Grants are available to continuing tenured and tenure-track faculty to enhance the academic dimension of existing outreach programs and for the development of new community based learning courses with a faith and justice component. **Five grants of \$5,000** are available this academic year.

Please follow the grant application procedures in this document, paying careful attention to key dates. Contact our office prior to the deadline date if you cannot download or print out the application. Applications that are incomplete, late, or do not conform to the printed guidelines and instructions will not be accepted or considered by the Faith and Justice Curriculum Development Grant Committee.

All application materials must be emailed as a pdf to ofd@lmu.edu. Proposals must include the following items to be considered complete:

APPLICATION CHECKLIST:
<p>Applicant:</p> <ul style="list-style-type: none"><input type="checkbox"/> Faith & Justice Curriculum Development Grant Application<input type="checkbox"/> Proposal Narrative - (750 words, double-spaced, 11 pt. font, 1-inch margins)<input type="checkbox"/> Curriculum Vitae - (3 pages maximum)<input type="checkbox"/> Signed Grant Condition Form <p>Chair:</p> <ul style="list-style-type: none"><input type="checkbox"/> Confidential Letter of Recommendation delivered to the Associate Provost for Faculty Affairs, Dr. Deena Gonzalez, UH 4820. Must be sealed completely and signed across the envelope flap. <p>Professional Peer:</p> <ul style="list-style-type: none"><input type="checkbox"/> Confidential Letter of Recommendation delivered to the Associate Provost for Faculty Affairs, Dr. Deena Gonzalez, UH 4820. Must be sealed completely and signed across the envelope flap.

Award recipients will be required to submit a final report of their grant activities with an attached updated course syllabus or conference program (if applicable).

If you have any questions about these application procedures, contact Jason Baehr, Chair of the Faith and Justice Curriculum Development Grant Committee, at 310-338-4486 or Jbaehr@lmu.edu or the Office of Faculty Affairs at 8-5459 or ofd@lmu.edu.

2018 FAITH & JUSTICE CURRICULUM DEVELOPMENT GRANT OVERVIEW

Loyola Marymount University's Mission Statement commits the University to the service of faith and the promotion of justice. The question often arises how to make this important feature of our mission an operative part of the academic ethos at LMU. At the urging of our delegates to the 2000 National Jesuit Justice Conference at Santa Clara, the University established an annual competition for curriculum development grants that will encourage faculty to develop courses with a community based component and to integrate issues of faith and justice into an academic field of discipline.

At LMU, when we link faith and justice, we refer primarily to the biblically inspired concern for the marginalized, for those whom the Hebrew Scriptures refer to as "the widow, the orphan, and the stranger in the land" and their contemporary counterparts on the margins of our society. In 1975, meeting in solemn assembly, the Jesuits from around the world came to see that the hallmark of any ministry deserving the name *Jesuit* would be its "service of faith" of which the "promotion of justice" is an absolute requirement. In other words, Jesuit education should be noteworthy for the way it affords students – and faculty, staff, and administrators – an opportunity to move, in freedom, toward a mature and intellectually adult faith. This includes enabling them to develop a disciplined sensitivity toward the suffering of our world and a will to act for the transformation of unjust social structures that cause suffering.

The narrative about the grant should include a focus on community based learning, by which we mean 20-30 hours per semester of off-campus, on-site placement that engage the deliverance of social services or policy advocacy in non-profits. The proposed course should show, following Christine Cress's definition of community based learning, how "students engage in community service activities with intentional academic and learning goals and opportunities for reflection that connects to their academic discipline."

There is support for faculty developing community based learning from LMU's Center for Service and Action, which has ongoing relationships with community agencies in the Los Angeles area, organizes and facilitates service programs, and coordinates service placements for Community Based Learning courses. Grant applicants are required to schedule a meeting with Dr. Lezlee Matthews (Lezlee.Matthews@lmu.edu), Director of Community Based Learning at the Center for Service and Action, before submitting their proposal. See <http://www.compact.org/syllabi/> for links to sample syllabi.

Every year, up to five grants will be awarded to continuing tenured and tenure-track faculty at LMU. Faculty may submit an application to develop one of three kinds of courses:

- (1) those that **integrate faith and justice** with community based learning and course content,
- (2) those that focus **only on justice issues** and integrate these with community based learning, and course content,
- (3) those that integrate community based learning with course content **without specific attention to faith or justice**.

Preference will be given to course types #1 and #2. But the competition does not want to disqualify courses in fields, such as the sciences, where the connection with faith and justice may be tenuous but where community based learning (e.g., in environmental projects) can be incorporated. At least three of the five awards will be given to proposals that fit course types #1 and #2.

2018 GRANT APPLICATION TIMETABLE

October 27, 2017	Submittal Deadline: Application material must be submitted as a pdf via email to ofd@lmu.edu by 5:00 PM
November 3, 2017	Confidential Letters of Recommendation from the applicant's Chair and a professional peer must be emailed to Deena González, Ph.D., Associate Provost for Faculty Affairs at DGonzale@lmu.edu .
December 1, 2017	Faith & Justice Curriculum Development Grant awards announced.
December 8, 2017	Submit via email, a signed letter to accept or decline award to Deena González, Ph.D., Associate Provost for Faculty Affairs, at DGonzale@lmu.edu .
Late April 2018	Initial payment of 80% of the grant amount is funded through payroll.
September 7, 2018	Internal Summer Grant final report and cover sheet signed by the Applicant and Chair (if applicable) along with course syllabus are due to your Dean .
Late October 2018	Final 20% of grant funds disbursed through payroll following approval of final report by Dean and F&JCDG Chair.

2018 GRANT GUIDELINES

ELIGIBILITY:

- ♦ Faith and Justice Curriculum Development Grants are awarded only to **continuing full-time, tenured or tenure-track faculty**. New Faculty are not eligible to apply.
- ♦ If a recipient fails to sign his or her contract with the University for the following academic year, the grant will be automatically revoked.
- ♦ Faculty are **eligible to apply every other summer**. If, as a continuing faculty member you were awarded a 2017 Faith and Justice Curriculum Development Grant, you will be ineligible to apply for a 2018 Faith and Justice Curriculum Development Grant. However you may apply to one of the other 2018 LMU Internal Summer Grant competitions.
- ♦ Faculty taking a sabbatical may apply for a Faith and Justice Curriculum Development Grant either the summer before or the summer after.

FUNDING:

- ♦ The award is **\$5,000**. Eighty percent of the grant (\$4,000) will be awarded through payroll in late April. The remaining 20% (\$1,000) will be awarded in late October, upon receipt of a satisfactory final report.
- ♦ Submit via email a signed letter to accept or decline award to Deena González, Ph.D, Associate Provost for Faculty Affairs, at DGonzale@lmu.edu.
- ♦ Faculty may only accept **one LMU internal grant** each summer. In addition, faculty may not accept another internal or external grant for the same project.
- ♦ If two faculty members agree to work on a joint project, grant funds will be split.
- ♦ Please note that grant-related receipts are no longer accepted. Please consult your tax advisor regarding the deductibility of your un-reimbursed receipts.

PROJECT:

- ♦ Grants are awarded for **curriculum development during the summer months** and are intended to cover costs incurred. Requests to use this grant during other times of the year are rarely considered and must be approved by the Faith and Justice Curriculum Development Grant Committee.

2018 FAITH & JUSTICE CURRICULUM DEVELOPMENT GRANT APPLICATION

FOR CONTINUING TENURED AND TENURE-TRACK FACULTY

All entries on this cover sheet MUST be typed. **Do not staple.**

I. APPLICANT INFORMATION

Name: _____
Academic Rank: (check one) Assistant Professor Associate Professor Professor
College/School: _____ Dept.: _____
Campus Building: _____ Suite/Room#: _____
E-mail Address: _____ Campus Phone: _____

II. PROPOSAL NARRATIVE (750 WORDS, DOUBLE-SPACED):

Include a narrative description of the proposed course. **Use 11 point font or higher with one-inch margins on 8.5 x 11 inch paper.** Please number your pages. The description should indicate whether the course is intended as **core or upper division** major and whether the course is envisioned as type #1, #2, or # 3 (refer to grant description).

The narrative should also contain an **explanation of the community based learning component** and indicate (a) how faith and/or justice will be integrated into the course content and the community based learning (b) how community based learning will be illuminated/challenged/deepened by the academic content, (c) how experiences and reflections from the community based learning will be integrated into the course assignments (with specific attention to student learning outcomes), and (d) how the course could qualify as an engaged learning flag course in the new core. **A timeline for the work required** to transform the proposal into a detailed syllabus should follow the narrative as an additional page.

III. CURRICULUM VITAE (3 pages maximum):

Attach a curriculum vitae, no longer than 3 pages, which includes a list of pertinent publications, performances, exhibits, or films. Include also a list of previously taught courses that might be relevant to the proposed course.

IV. LETTERS OF RECOMMENDATION (2):

Applicant must request recommendation letters from his/her department Chair and from an internal/external professional peer. Letters should focus on the applicant's pedagogical sensibilities and strengths as well as the connections between the proposed course and the wider programmatic objectives of the applicant's Department or School. Letters must be submitted directly to the Office of Faculty Development by the deadline date and must be sealed completely and signed across the envelope flap.

LMU INTERNAL SUMMER GRANT CONDITIONS

Please read the following items carefully. Sign this form in **blue ink** to signify your consent of the grant conditions and include it with your 2018 LMU Internal Summer Grant Application.

Your application will not be considered unless all items are initialed signed.

Initial	Grant Condition
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_____ I understand that **I may accept only one 2018 LMU Internal Summer Grant**. In addition, if my Faith and Justice Curriculum Development Grant application is funded and I accept another grant (internally or externally) for the same summer project, I will have to relinquish the LMU grant.

_____ I understand that the funding of a 2018 LMU Internal Summer Grant requires that I sign and return a valid contract for full-time teaching at LMU for the 2018-2019 academic year.

_____ I understand that I am to work closely with my department chair to ensure that the course I am developing through the Faith & Justice Curriculum Development Grant is included in the Fall 2018 schedule of classes.

I have read and agreed to all of the above LMU Internal Summer Grant Conditions.

Applicant's signature

Date

2018 FAITH & JUSTICE CURRICULUM DEVELOPMENT GRANT

FINAL REPORT COVER SHEET

Attach a final report addressing the four points listed below. The report must be typed and no longer than 2 pages, using 1 inch margins. Sign the cover sheet, obtain your Chair's signature, if applicable, and submit the final report, cover sheet, and course syllabus to your **Dean** by **September 14, 2018**. Within 10 days, the Dean's office will route it to the Faith and Justice Curriculum Development Grant Committee Chair for approval and signature.

- 1. Name:** _____
- Department: _____
- Course Title: _____
- Completion Date: _____

2. Please address the following four points in your report:

- a. State the original project.
- b. Provide a description of the work done on the project/course development.
- c. Provide a description of how faith and/or justice and community based learning was integrated into your course.
- d. Discuss successes and challenges faced by you and your students in this course. What would you do differently if you are teaching the course again?
- e. Provide a copy of the course syllabus.

3. Approval of final report: *

- | | |
|---|-------|
| 1. _____ | _____ |
| 1. Applicant's Signature: | Date: |
| 2. _____ | _____ |
| 2. Chair's Signature (if applicable): | Date: |
| 3. _____ | _____ |
| 3. Dean's Signature: | Date: |
| 4. _____ | _____ |
| 4. Faith and Justice Development Grant Committee Chair's Signature: | Date: |

* If approval is denied, please attach a separate sheet and cite specific reasons for the denial.