The LMU Center for Teaching Excellence (CTE) offers an opportunity for faculty expertise to be uplifted and shared broadly with the LMU community through its Faculty Fellows program. Articulated as a teacher-scholar model, the Faculty Fellows Program is inspired by the University mission and aligns to LMU’s Strategic Plan, Creating the World We Want to Live In as it facilitates faculty engagement in interdisciplinary and integrative thinking and creative problem solving.

The Faculty Fellows program invites faculty with interest and expertise to collaborate with a sponsoring office (e.g., DEI, Global-Local) and support the work that intersects with teaching and learning. Faculty Fellows also inform the broader LMU faculty community of the latest issues, pedagogical approaches, and scholarship involved in the work. Specifically, the Faculty Fellows program is designed to support the development of faculty expertise.

This program offers faculty a chance to develop their areas of interest by partnering with a sponsored office at LMU and collaborate on that work. Simultaneously, Faculty Fellows will share their involvement in the work of the sponsoring office with the broader LMU community through various CTE channels. Overall, Faculty Fellows serve as a liaison for faculty interested in similar work. Expectations include 5 hours of work per week in the sponsoring office, in addition to regular participation in the CTE. Please review the requirements section of this document for details.

Awards will be available to full-time faculty at LMU annually. Full-time tenure-line and term faculty are encouraged to apply. Faculty Fellow recipients will serve a one-year term over a calendar year (Jan-Dec) and receive a stipend of $10,000. This stipend is thanks to the generous sponsorship of participating offices, supplemented by the CTE. Sponsoring offices may vary from year to year, which may dictate the number of Faculty Fellows in any given year. Faculty are encouraged to tailor their proposal narrative to align to their preferred area of interest.

For the 2022 Faculty Fellows Program, the CTE is proud to announce the following collaborating offices:

1. LMU Center for Teaching Excellence (CTE),
2. Office of Diversity, Equity, and Inclusion (DEI),
3. Office of Global-Local Initiatives (GLI),
4. Office of Mission and Ministry,
5. Office of Research, Professional Development, and Online Learning
6. Center for Service and Action (CSA)

Please follow the application procedures in this document, paying careful attention to key dates. To submit your application, please contact Yesenia Vargas, Faculty Affairs (OFD@lmu.edu) for access to the BOX submission folder (Faculty Fellows Grant Applicants 2022).

All application materials must be uploaded to BOX by 5:00 PM on November 15, 2021.
Applications must include the following items:

<table>
<thead>
<tr>
<th>APPLICATION CHECKLIST:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant:</strong></td>
</tr>
<tr>
<td>o Faculty Fellow Application Cover Page</td>
</tr>
<tr>
<td>o Curriculum Vitae</td>
</tr>
<tr>
<td>o An optional recommendation letter from a colleague</td>
</tr>
<tr>
<td>o Interest Letter or Statement (maximum of 2 pages, single-spaced)</td>
</tr>
<tr>
<td>o Signed Faculty Fellow Program Condition Form</td>
</tr>
<tr>
<td><strong>Chair or Dean:</strong></td>
</tr>
<tr>
<td>o Completed Endorsement Form by the Dean or Department Chair, uploaded to BOX or emailed to <a href="mailto:OFD@lmu.edu">OFD@lmu.edu</a></td>
</tr>
</tbody>
</table>

**DESCRIPTION OF PROGRAM FELLOWS:**

For the **2022 Faculty Fellow program**, the following offices are sponsoring fellows. Below is a description of the type of work for each Faculty Fellow within the sponsoring office. Faculty are also invited to participate in ongoing initiatives. The specific work related to teaching and learning will be further outlined with the finalist in collaboration with the office.

**LMU Center for Teaching Excellence (CTE)**
The CTE Faculty Fellow placement offers the opportunity for faculty interested in pedagogy to assist with the creation and implementation of a pedagogical workshop series (e.g., inclusive pedagogy, flipped/tipped pedagogy, problem-based learning). This work will include research on teaching evaluation processes and the creation of pedagogical resources.

**Office of Diversity, Equity, and Inclusion (DEI)**
The DEI Faculty Fellow placement offers the opportunity to engage in LMU’s Anti-Racism Project by facilitating the anti-racism workshop series and providing facilitator training. As part of LMU’s systemic analysis process, the DEI Faculty Fellow will also lead capacity building workshops through the CTE (e.g., inclusive pedagogy, curricular revision, courageous conversations, and other topics related to the Fellow’s expertise).

**Office of Global-Local Initiatives (GLI)**
The GLI Faculty Fellow placement offers the opportunity for faculty to develop and coordinate faculty trainings and workshops to support the goals of intercultural-global learning and global-local community engagement focused on justice (e.g., Internationalizing the Curriculum and Collaborative Online International Learning (COIL)). GLI Faculty Fellow's work will also involve collecting and disseminating research on effective global-local teaching strategies and learning practices to support faculty professional development.
**Office of Mission and Ministry**
The Faculty Fellow in Mission and Ministry will work primarily alongside the Director of Mission and Identity Programs and/or the Director of the Center for Ignatian Spirituality in preparing and delivering existing programs, such as Companions in Mission, the Faculty/Staff Retreat, and the Faculty/Staff immersion as well as in developing new opportunities for faculty to engage more deeply with Ignatian pedagogy, Ignatian spirituality, or the Catholic intellectual tradition.

**Office of Research, Professional Development, and Online Learning**
The Faculty Fellow in Research and Development will work primarily alongside the Associate Provost for Research, Professional Development, and Online Learning in preparing and delivering existing initiatives to support faculty development and grant writing. The Fellow will have the opportunity to develop new initiatives related to mentoring faculty, pedagogical development, and scholarship.

**The Center for Service and Action**
NEW! The CSA Faculty Fellow placement offers the opportunity for faculty interested in community-based learning, service-learning, and similar pedagogies to assist in the creation and implementation of existing programs that support faculty professional development. Faculty Fellows will have the opportunity to develop new initiatives related to intersecting work between Academic and Student Affairs, mentoring faculty, pedagogical development, and community-based learning.

**ELIGIBILITY:**
- Faculty Fellow awards are available to full-time continuing faculty.
- Faculty Fellow applicants may only submit 1 application per year and are encouraged to describe their area of interest in the proposal narrative, tailored to the work of their preferred sponsoring office.
- Faculty Fellows are eligible for funding for 1 year, with payment coinciding with the work which is to be completed in a calendar year. Work will start in the Spring, continue through the summer, and conclude in the Fall.
- To promote faculty involvement, automatic renewals are not an option. If faculty wish to continue past the 1 year, they may reapply at the end of their term to be considered for an additional 1-year term.

**REQUIREMENTS:**
- Faculty Fellows are expected to engage in 5 hours of work per week with their sponsored office.
- All Faculty Fellows will meet with the CTE monthly during the spring and fall.
- Faculty Fellows are required to author a column for the CTE newsletter every other month (approximately 6 columns) describing the work in the sponsored office and connections to teaching and learning.
- Faculty Fellows are encouraged to hold office hours through the CTE.
- Faculty Fellows are required to give a talk or panel discussion through the CTE each term (spring and fall) and participate in the Faculty Fellows Showcase in the fall.
- Faculty Fellows are asked to submit resources related to their work to the CTE to build a
repository.

- Faculty Fellows will be invited to attend New Faculty Orientation and are strongly encouraged to be available to onboard new LMU faculty.
- Faculty Fellows are required to submit a final report of their grant activities.

FUNDING:

- The total award is $10,000. Eighty percent ($8000) of the grant will be awarded and processed by the sponsoring office. The remaining twenty percent ($2000) will be awarded and processed by the CTE Office.
- Notification of the award via e-mail by Dec 15th, 2021
- Accept the award via e-mail ofd@lmu.edu by December 20th, 2021 at 5pm.
- Final report due by November 15, 2022
- Payment will be divided across the year: 25% processed in March; 25% in May; 25% in September; 25% in December. Final payment remitted upon receipt and approval of final report.

REVIEW AND SELECTION PROCESS:

Proposals to the Faculty Fellows program will be reviewed in collaboration with the Committee on Excellence in Teaching (CET), which is a University Faculty Committee and charged with overseeing faculty awards. The CET will review the pool of applications and recommend finalists to the sponsoring offices, who will ultimately select the Fellow.

* If you have questions about these application procedures, contact: CTE Faculty Director, Karie Huchting: Khuchtin@lmu.edu

2022 Faculty Fellow Grant Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 15, 2021</td>
<td>Submission Deadline: All application materials must be uploaded to BOX by 5:00 PM</td>
</tr>
<tr>
<td>Dec 15, 2021</td>
<td>Award Announced: Faculty Fellow awards announced.</td>
</tr>
<tr>
<td>Dec 20, 2021</td>
<td>Award Acceptance: Accept the award via email (<a href="mailto:ofd@lmu.edu">ofd@lmu.edu</a>) by 5PM</td>
</tr>
<tr>
<td>March 2022</td>
<td>Initial Payment: Initial payment of 25% of the amount is processed and funded through payroll.</td>
</tr>
<tr>
<td>May 2022</td>
<td>Second Payment: Payment of 25% of the amount is processed and funded through payroll.</td>
</tr>
<tr>
<td>September 2022</td>
<td>Third Payment: Payment of 25% of the amount is processed and funded through payroll.</td>
</tr>
<tr>
<td>November 15, 2022</td>
<td>Final Report Due: Final report, signed by applicant and sponsored office representative, and due to the appropriate Dean for the faculty member. The Dean’s office should email final report and cover sheet to the CTE (<a href="mailto:teachers@lmu.edu">teachers@lmu.edu</a>) within 10 days.</td>
</tr>
<tr>
<td>December 2022</td>
<td>Final Payment: Final 25% of funds will be disbursed through payroll following approval of the final report by Dean and CTE.</td>
</tr>
</tbody>
</table>
2022 Faculty Fellows Grant Application Cover Page

Directions: Please fill out this Cover Page and submit it to the Box Folder along with your CV, Chair Endorsement Form, Letter of Recommendation (optional), and Interest Letter (maximum of 2 pages). Include the Internal Award Condition Form as well.

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**APPLICANT INFORMATION**

Name: 
Title: 
Department: 
Contact Information (LMU email; phone number): 

**2022 Sponsored Office Preference:**

Please indicate your top preference by placing a 1 next to preferred placement. In addition to your top choice, if you are open to an alternative placement for this fellowship, please indicate the alternative by placing a 2 next to the office.

- [ ] LMU Center for Teaching Excellence (CTE)
- [ ] Office of Diversity, Equity, and Inclusion (DEI)
- [ ] Office of Global-Local Initiatives
- [ ] Office of Mission and Ministry
- [ ] Office of Research, Professional Development, and Online Learning
- [ ] Center for Service and Action (CSA)

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**CURRICULUM VITAE INFORMATION**

Submit a current CV that includes courses taught and pertinent scholarship.

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**CHAIR or DEAN ENDORSEMENT FORM**

Submit a completed endorsement form, filled out by their department Chair or Dean.

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**LETTER OF RECOMMENDATION (optional)**

Applicant may include 1 recommendation letter from a colleague addressing their areas of interest and expertise in relation to the work of the sponsored office.

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**INTEREST LETTER (maximum of 2 PAGES)**

Briefly describe why you want to be a Faculty Fellow. Please include your areas of interest and relevant experience in relation to the work of your preferred sponsored office. If interested in working with more than one office, please include relevant experience related to the work of your alternative choice.
LMU INTERNAL AWARD CONDITIONS

Please read the following items carefully. Sign this form to signify your consent of the conditions and include it in your LMU Internal Award Application.

<table>
<thead>
<tr>
<th>Initial</th>
<th>Condition</th>
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<tbody>
<tr>
<td></td>
<td>I understand the Faculty Fellow position is a one year term, starting in spring, with work over the summer, and concluding in the fall.</td>
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<tr>
<td></td>
<td>I understand that to receive final payment, I must complete and submit a final report.</td>
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</tbody>
</table>

I have read and agree to all of the above LMU Internal Award Conditions.

____________________________________________________________________________

Applicant’s signature

Date
Chair’s Endorsement Form – Faculty Fellow Program 2022

DIRECTIONS: Faculty complete the top portion of the document – include your name and preferred/alternative office.

The Faculty Fellows (FF) Program, housed within the CTE and reviewed by the Committee on Excellence in Teaching, would appreciate having your evaluation in connection with the application for:

FACULTY NAME:

PREFERRED OFFICE (and alternative if applicable):

DIRECTIONS: To be completed by Department Chair. Please indicate the qualifications of the applicant for the Faculty Fellow (FF) program in the table and space provided below or you can attach a word file speaking to these aspects of the candidate. Please upload this form to the Box folder or email ofd@lmu.edu by Nov. 15, 2021:

<table>
<thead>
<tr>
<th>Qualifications for FF Program (pedagogical knowledge/teaching record)</th>
<th>Exceptional</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>No Basis for Judgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fit with work of preferred sponsoring office</td>
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<tr>
<td>Ability to collaborate well with other faculty</td>
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<td>Commitment to faculty development</td>
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<td>Availability for the program</td>
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<tr>
<td>If Term Faculty – Likelihood of renewed contract</td>
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Additional Comments (optional):

Upon receiving this reference form, the Committee will begin its review of this applicant's application to the Faculty Fellows program.

_________________________  __________________
Department Chair                      Date
2022 Faculty Fellow Final Report Cover Sheet

Attach a final report that addresses the points listed below. The report must be typed and no longer than 2 pages. Sign the cover sheet, obtain your Chair’s signature (if applicable) and submit the final report and cover sheet to your Dean by November 15, 2022. Within 10 days, the Dean’s office should email final report and cover sheet to the CTE (teachers@lmu.edu).

1. Name:
   Department:
   Project Title:
   Completion Date:

2. Please address the following points in your report:
   a. Provide a description of the work you engaged in with the sponsoring office. Reflect and describe how your own teaching changed or might change in the future as a result of engaging in the program.
   b. Describe outcomes completed – e.g., CTE events, newsletter, repository of resources – and any future outcomes for the work.
   c. Describe the engagement of other faculty (e.g., attendance at events, office hours).
   d. Please offer any recommendations for the Faculty Fellows Program.

3. Approval of final research report:

   _______________________________________________  ____________________________
   Applicant’s Signature  Date

   _______________________________________________  ____________________________
   Chair’s Signature  Date

   _______________________________________________  ____________________________
   Dean’s Signature  Date

   _______________________________________________  ____________________________
   CTE’s Signature  Date

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