The Teaching Development Fund  
2013-2014

The Teaching Development Fund offers financial support of up to $1,500 per academic year to assist faculty in enhancing their teaching skills or in developing innovative teaching projects. The Fund may be used to attend teaching-related workshops and conferences or to purchase materials that will benefit teaching and improve student learning in their classes. Requests will clearly delineate how the project will enhance teaching and learning, and will have a clearly laid-out budget. The Fund will not be awarded if the proposal focuses primarily on the research, writing, and artistic activities of faculty members. The Fund will not pay for books, student labor, student field trips or guest speakers--for these requests visit the provost’s office funding opportunities at: http://provost.wfu.edu/faculty-resources/grants-and-funding/.

Requests may be submitted anytime by email to Catherine Ross: rossce@wfu.edu but are limited to one per semester per faculty member. All reimbursement requests must be submitted before 6/1/2014 due to fiscal year deadlines.

Proposal Format: (can send in body of email or as attachment)

1. Name: Last, First, M.I; Professional Title; Course Title and Department or School
2. Description of activity (conference, workshop, training session, etc.) or materials to be purchased.
3. Objective (How will the grant allow you to enhance teaching and learning?)
   a. How will this activity or purchase impact student learning?
   b. In what ways will this enhance your teaching practice?

B. Proposed Itemized Budget: Please note that once funds are approved and allocated to budget items, funds may not be redirected towards other expenses retroactively.

Receipts for award reimbursement requests should be attached to an appropriately completed and signed Expenditure Voucher, Travel and Expenditure Voucher, or a monthly Works report if expenditures are charged to a University credit card. Receipts and reports should be submitted within 30 days of return from travel, or 60 days from incurring expense, per University mandate, and received by the TLC no later than 6/1/14 for approval by the TLC Director (receipts and reports, including Works credit card reports, cannot be processed by the WFU Financial and Accounting Office without TLC review and approval). Please bring or mail all reimbursement requests to the Teaching and Learning Center, Reynolda Hall 307.