

## TEACHING BEYOND THE CLASSROOM APPLICATION CHECKLIST

*Please be sure to include the following in your application submission:*

- ❑ Academic Affairs IT Initiative Cover Sheet & Application Questionnaire
- ❑ Current curriculum vitae
- ❑ Select course syllabus (Highlight areas that will receive special attention through this initiative.)
- ❑ Department head/Applicant questionnaire

### WORKSHOP APPLICATION PROCESS:

Compile all application materials, deliver or send to:

Pam Palanuk  
Academic Affairs  
207 Johnson Hall  
Email: [palanuk@uoregon.edu](mailto:palanuk@uoregon.edu)

Applications will be reviewed beginning **February 29, 2008** and continue until participant slots are filled. Notification of acceptance will be sent out starting **April 1, 2008**. Application materials may be submitted either in paper form, or as a MS Word document attachment through email (email is preferred).

### ELIGIBILITY REQUIREMENTS:

- Eligibility is limited to tenured and tenure-track instructors, or assistant, associate, and full professors holding appointments of .50 FTE or greater.
- Non-tenure track instructors with an annualized AY FTE of .67 or greater are also eligible to apply.

All must have contracts for the FY 07-08 and 08-09 to qualify. We will consider any application that is related to teaching, research in the discipline of appointment, or related public service. Preference will be given to those who have not received other direct investment from Educational Technology funds for the current funding cycle.

### The following are NOT eligible:

- Faculty who have applied for and received Support for External Grant Submissions from the Office of the Vice President for Research in **Summer 2008**.
- Faculty who have visiting appointments, only occasional adjunct appointments, a term-to-term contract, or a 12 month contract.
- Research associates, emeritus, and retired faculty.

Exceptions will be considered for faculty appointments with clearly defined teaching responsibilities that also have the support of their dean.

### AWARD PAYMENT CONDITIONS:

Faculty must complete the pre-training meeting and assignments, six-week training commitment, and participation in the Spring 2009 symposium to receive full compensation. The stipend will be distributed in two payments. The first installment will come when the training is completed. The remainder will be distributed when the participant has presented at the Spring 2009 Instructional Technology Symposium.

This award will be paid as Research Support (ASA). All expenditures of this support must be in compliance with the University of Oregon rules and regulations. Research support may include supplies, services and travel.

Upon notification of selection, faculty are expected to confirm their ability to follow-through with the commitment; to submit a progress report in an appropriate format upon conclusion of the program; and to allow Academic Affairs to utilize examples of work accomplished to promote further IT initiatives on campus. All online course materials developed in this training become the property of the University of Oregon.