

**John Cook School of Business  
Pedagogy Enhancement Grant (PEG) Guidelines**

**REVISED Guidelines  
Feb 17, 2005**

The purpose of the JCSB Pedagogy Enhancement Grant is to encourage faculty development in terms of pedagogy and curriculum. Proposals will be sought from all full-time faculty for this purpose. Proposals should be oriented to faculty development or major departmental initiatives, both designed to enhance pedagogy and positively impact the JCSB curriculum.

Proposals can be received at anytime, but must specify a detailed timetable for activities.

**Eligibility**

All full-time faculty are eligible for the JCSB Pedagogy Enhancement Grant (see exception below). This includes tenured and tenure-track faculty, and full-time instructors in the JCSB. Faculty members can be awarded a PEG only once in a two-year period (defined as two years from the date of the award letter). Eligibility for faculty who have not yet successfully completed the requirements for a prior PEG will be determined by the Dean of the JCSB. Faculty who have received concurrent or ongoing support in other forms from the JCSB (e.g., Summer Research Grants) or elsewhere are NOT eligible to receive the JCSB Pedagogy Enhancement Grant. A faculty member's teaching load and/or overload teaching assignments have no bearing on eligibility.

**Proposal Evaluation**

All proposals will be reviewed by anonymous faculty peers and the Director of Faculty Development, with the ultimate funding decision made by the Dean of the JCSB. Proposals are expected to be of high quality, detailed and thorough, and actionable within a reasonable timeframe. For collaborative proposals, evidence of full participation by all faculty co-authors will be especially important. It is expected that not all proposals submitted will be funded.

## **Funding**

The JCSB Pedagogy Enhancement Grant is fully funded with a stipend up to \$10,000. Additionally, up to \$3,000 is available to each Faculty member awarded a Grant for expenses related to fulfilling proposal requirements. Faculty who are successful at receiving a Grant will receive 60% of the stipend upon award of the grant, and the remainder upon the successful completion of the proposed activities or project as determined by the Dean of the John Cook School of Business. 100% of the expense budget is available immediately.

## **Collaboration**

Collaboration among JCSB faculty is encouraged. Therefore, *each* faculty member participating in a single proposal will receive *up to 75%* of the fully-funded stipend (subject to payout provisions above). Each faculty member will have the full \$3,000 expense budget. The final stipend award for each faculty member of a funded collaborative proposal will be determined by the Dean of the JCSB.

## **Guidelines**

The proposed initiative must be focused and actionable. Faculty proposing a development initiative must provide detail on all activities and propose a timetable for completion. Developmental initiatives would normally include a number of related activities designed to enhance the faculty member's pedagogy and positively impact the JCSB curriculum. Such activities could include a series of on or off-campus workshops, seminars and courses, or conferences directly related to faculty development. The faculty member must provide detail as to the nature of the faculty development component of the proposal, including major activities, outcomes, timetable for action, and expected expenses (e.g., travel).

## **Exceptions**

Only unusual circumstances warrant substantial extension of the timetable or major modification of the deliverable for the Pedagogy Enhancement Grant. Faculty who do not successfully complete all requirements for the Pedagogy Enhancement Grant within a reasonable timeframe are not eligible for future PEGs (unless explicitly approved by the Dean of the JCSB).

## **Application Procedure**

Faculty must notify the Dean of the JCSB in writing of their application for a JCSB Pedagogy Enhancement Grant. The detailed proposals are to be submitted to the Director of Faculty Development.