WHEELER ACADEMIC DEVELOPMENT FUND

INTRODUCTION

The Wheeler Academic Development Fund was established to support selected activities related to improving academic programs. Monies for the fund were provided from the estate of Esther Wheeler, long-time administrative assistant in the Xavier Evening College. She was the wife of Professor Charles Wheeler, a former chair of the English department and the first director of summer sessions.

GUIDELINES

I. The Wheeler Awards will be made to cover expenses associated with the following types of projects (See Appendix for specific examples):

   (1) Individual Projects. Projects directed toward a faculty member developing new courses or new approaches to current courses.

   (2) Group Projects. Projects directed toward improving or strengthening the capacities of programs and departments to meet their teaching responsibilities or to supporting cooperative projects among departments.

The Awards are to fund new initiatives and efforts directed toward the improvement of academic programs and not to replace existing sources of funding. Requests for funds for feasibility studies or administrative expenses for new degree programs will not be granted. Requests for equipment should be pursued through normal channels and will not ordinarily be funded.

II. Persons or groups who may apply for Wheeler Awards include:

   A. Principal faculty members.

   B. Full-time academic staff, laboratory instructors, and clinical faculty.

   C. Full-time university librarians.

III. Proposal Deadlines:

   The faculty development committee, in conjunction with the associate academic vice president’s office, will communicate to eligible persons the specific deadline dates for the submission of proposals.

   In November, the faculty development committee will consider proposals for projects that will be initiated during the twelve-month period beginning the following January 1. The deadline is the first Wednesday in November.

   In March, the committee will consider proposals for projects that will be initiated during the twelve-month period beginning the following June 1. In an exceptional circumstance and at the request of the academic vice president, the committee will meet to review a proposal that requires immediate action. The deadline is the first Wednesday in March.
The faculty development committee reviews proposals and recommends projects for the Wheeler Awards to the academic vice president, who will have the final voice in approving projects. The faculty development committee and committee liaison will be informed of the recipients of the awards.

IV. **Award Amount:** Covered expenses will not exceed **$3,500.** A maximum of $500 of the budget may be requested as a stipend for the project director(s). If multiple faculty are working on a project the $500 stipend may be divided between faculty. Carefully tailored and detailed budgets are more easily judged and funded than vague budgets.

V. **Reports:** Within four months after the end of the project, the person(s) receiving the Wheeler Award must submit a narrative and financial report to the associate academic vice president and the chair(s) or program director(s) of the recipient(s). For multi-year projects, a brief progress report should be submitted annually. All reports will be available to the faculty development committee and will be used in evaluating future requests for funds.

VI. **Guideline Revisions:** When necessary, the faculty development committee will recommend revisions of these guidelines to the academic vice president.

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WHEELER AWARD APPLICATION FORMAT

1. Cover Page (should have the following information in the following order):
   a. Name of Applicant(s)
   b. Rank
   c. Department
   d. Title of Project
   e. Include: "PROPOSAL FOR A WHEELER AWARD"
   f. Period requested for funding: "from month/year to month/year"
   g. Amount requested
   h. Abstract of proposed project not to exceed 150 words.

2. Budget Page: Should include a detailed explanation of how the requested funds will be spent within the time frame of the project.

3. Narrative: Should be limited to two single-spaced typewritten pages. Include a detailed description of the project and an explanation of the anticipated benefit to an individual's teaching or to the department's program and the broader implications to the University. A description of the background of the project also should be included: What factors led you to pursue the proposed project? Do you have previous accomplishments related to the proposal? Have you taught classes relating to the proposal? If you are moving into a new area, what factors in your prior professional work have led you to this area?

The importance and distinctiveness of the proposed project need to be made explicit. Within the relevant category, your description might include:

a. Individual Projects
   Title, theme, and objective of new course(s) being prepared: How does it fit into the college, department, and/or core curriculum? Workshop or conference: theme or objective; major speakers; place and length of time, how it will contribute to strengthening of teaching resources. Description of new developments to be studied and of the significance of such developments; account of the significance of studying another discipline to improvement and strengthening of teaching capabilities in one's own discipline.

b. Group Projects
   What is the theme and objective of the workshop? Why is it needed? What is the theme and objective of the workshop or lecture? Who will be the invited speakers? To what audience is the conference being directed? How does the theme of the conference fit into the discipline(s) involved?

4. A statement from the department chair/program director indicating that the proposed project is expected to lead to program improvement.

5. Additional Information: If applicable, brochures or other information concerning the conference, workshop, or program for which funding is being requested should be submitted.
APPENDIX

Below are examples of projects that can funded by Wheeler Funds.

A. Individual Projects

Projects directed toward a faculty member developing new courses or new approaches to current courses.

Examples of expenses that could be funded:

? Attendance at conferences on improvement of teaching skills.

? Attendance at conferences or workshops covering themes or problems that promise to broaden or to deepen one's teaching repertoire.

? Support to develop a new course in one's own discipline or between disciplines.

? Student worker to assist in revision of old course or development of new course.

? Stipend for project director (maximum of $500).

? Stipends for guest lecturers in a course.

? Travel funds for the purpose of consultation with other professionals on matters relating to improving teaching techniques or to enriching the applicant's grasp of the subject matter.

? Attendance at workshops to study major new developments, trends, or schools of thought that have arisen in one's discipline.

? Consultation and study with the leaders of such trends or movements.

? Study at institutions that are at the center of a new movement.

? Financial support to gain the sort of expertise in a discipline other than one's own that may be necessary to understand possible areas of cross-fertilization and dialogue that may occur between the two disciplines.

? Support to develop new foreign language skills or to improve such skills either through study of that language in its native country or attendance at special language workshops or institutes in this country.

B. Group Projects

Projects directed to improving or strengthening the capacities of programs and departments to meet their teaching responsibilities or to supporting cooperative curricular projects among departments.
Departmental and Interdepartmental Examples:

? Workshops to improve teaching with goals to strengthen and/or restructure the areas of concentration.

? Workshops directed to pursuing possible sources of integration and cooperation between or among departments.

? Pedagogy workshops on topics such as: assessment/grading, teaching with technology, cooperative learning, group learning, or team teaching.

? Providing seed money or matching funds for departmentally or interdepartmentally sponsored conferences or workshops.

? Interdisciplinary projects or course development.

? Visiting professor lecture series.

? Stipend for project director(s) (maximum of $500).