

December 6, 2018

HUB COURSE DEVELOPMENT STIPENDS

Context: For the BU Hub to fulfill the promise of the faculty's outstanding work to create a framework and set of student learning outcomes, nothing will be more important than the creation of distinctive Hub courses that faculty are excited to teach and that students will find engaging and valuable. Recognizing the time and effort that high-quality curricular innovation will require between now and launch of the Hub for freshmen entering in Fall 2018, the Provost has committed substantial funding for stipends for new course development over the coming six months. Stipends will be awarded, on the basis of this simple application, to individual faculty members, pairs of faculty, and faculty teams who commit to developing and teaching substantially revised and new courses that address learning outcomes for one or more Hub areas. Special consideration will be given to interdisciplinary courses, both team-taught and solo, that develop more than one BU Hub area.

Types of Stipended Initiatives: Stipends are available through participation in the CTL-sponsored one-day workshops for substantial course revision (\$1,000), four-day new* course development institutes (\$3,000) which will bring together faculty from around the university in productive conversation with each other, and three-day revision workshops (\$2,000) that focus on the Hub area of Digital & Multimedia Expression. See the CTL BU Hub page at <http://www.bu.edu/ctl/buhub/> for descriptions of these workshops and institutes. In addition, stipends are available for other means of course development proposed by individual faculty, groups or pairs of faculty, departments, and schools/colleges. Email ctl@bu.edu or visit <http://www.bu.edu/ctl/consultations-program/> to explore and, if desired, schedule such customized course development activities. While consultation with the CTL is recommended, it is not required to request funding for Hub Course Development Stipends for new courses.

Eligibility for Stipends

All faculty are eligible. Programs/Departments must commit to teaching the course at least three times in the next 4 years (beginning Fall 2018). Faculty are encouraged to discuss their proposed course with their department/program chair or director.

Application must be reviewed and signed by the faculty member's department/program chair or director, AND school/college Dean before submission to the Center for Teaching & Learning for approval. Applications must be submitted on behalf of the faculty member, group, or team, by their school/college Dean's Office. Applications will be approved on a rolling basis beginning April 7, 2017. Once the course has been submitted to the General Education Committee by the faculty member's school or college, payment of the stipend will be authorized. The stipend is not contingent upon a course's acceptance into the Hub; however, when necessary, it is expected that faculty will revise and resubmit their course proposal to the General Education Committee until it is approved.

Stipend Amounts and Payment Options: Hub Course Development Stipends are available as follows:

- \$1,000 for faculty participating in a CTL one-day workshop for substantial revision of an existing course.
- \$3,000 for faculty participating in a CTL four-day new course development institute.
- \$1,000 for faculty (individually or as part of a group) developing a NEW* course independent of participation in a CTL-sponsored program.
- \$2,000 for faculty participating in a three-day workshop for the revision of courses in the Hub area of Digital & Multimedia Expression

*New courses are defined as any course that has never been taught before.

When faculty participate as part of a team jointly revising a course or designing a new course, each faculty member receives the stipend.

Hub Course Development Stipends are available as the following options:

- A one-time taxable stipend.
- A one-time Research Fund contribution to be spent within the fiscal year (July 1 – June 30) for which the award is made. (In cases where approval occurs late in a given fiscal year, awardees may prefer to postpone receipt of research funding to the following fiscal year).

Application Process Step-by-Step:

1. Faculty member sends completed application and signed cover sheet to academic unit head or chair for review.
2. Department/academic program chair/director reviews the application, signs it, and sends it to the school/college Dean's Office.
3. Dean's Office reviews the application, signs it, and sends it to the Center for Teaching & Learning (ctl@bu.edu).
4. CTL acknowledges receipt of the application in an email to the faculty member.
5. CTL will notify proposers of the acceptance of their proposal, with department/academic program chair/director and Dean's Office cc'd.
6. Within 21 days of the course's submission to the University Council GEC, the CTL will authorize payment of the stipend. Payment will be administered through the faculty member's school/college Business Office. Please contact your school/college Business Office with questions regarding the payment.

The Center for Teaching & Learning will provide extensive support of various kinds for faculty initiatives in new course development and revision of current courses for inclusion in the BU Hub program of general education. For additional information, visit the CTL Hub page at <http://www.bu.edu/ctl/buhub/>. For dates for our new open office hours, visit the CTL event page at <http://www.bu.edu/ctl/events/>.

For additional questions, please contact ctl@bu.edu.

Application begins on next page...

**HUB COURSE DEVELOPMENT STIPENDS (HCDS)
Application**

Faculty Name:

Course Title:

Course Number (if it has one):

Department:

Department Chair or Program Director:

School or College:

Is this a team-taught or group developed course taught in rotation? If so, please list the names of your collaborators, and indicate if all members are interested in receiving a stipend:

Is this a new* or revised course?

Which BU Hub area(s) will this course address? (Please see the [2+1 rule](#).)

*New courses are defined as any course that has never been taught before.

If this is a revised course, how will it be modified to incorporate Hub Learning Outcomes? If it is a new course, please briefly describe your idea for the course.

Which type of funding option are you applying for? (Please select only one.)

- \$2,000 for faculty participating in a CTL three-day workshop for substantial revision of an existing course involving the Hub area of Digital/Multimedia Expression. (Please check all dates that you are available.)
 - Tuesday, January 15th – Thursday, January 17th. Deadline to apply is January 10th.
 - Wednesday, March 13th – Friday, March 15th. Deadline to apply is March 8th.
 - I would like to participate in a workshop, but none of these dates works for me. Please indicate what days in the fall you would be available for a workshop:

- \$3,000 for faculty participating in a CTL four-day new* course development institute. (Please check all dates that you are available.)
 - Tuesday, January 8th – Friday, January 11th. Deadline to apply is January 3rd.
 - Monday, May 27th – Thursday, May 30th. Deadline to apply is May 22nd.
 - I would like to participate in a workshop, but none of these dates works for me. Please indicate what days you would be available for an institute:

*New courses are defined as any course that has never been taught before.

\$1,000 for faculty (individually or as part of a group) revising an existing course via a one-day course revision workshop. (Contact Kate Hamilton, CTL Learning Experience Designer, to learn more: kch1@bu.edu).

- \$1,000 for faculty (individually or as part of a group) developing a new* course independent of participation in a CTL-sponsored program.

I would like the HCDS delivered in the form of a:

- One-time taxable stipend. Please provide BU ID number: _____
- One-time Research Fund contribution to be spent within the fiscal year (July 1 – June 30) for which the award is made. If you selected this option, do you currently have a research account? yes no

Signature of Faculty Member

Date

Signature of Department Chair or Program Director

Date

- Please check here to confirm the commitment to offer this course 3 times in the next 4 years.

Signature of Dean (or authorized designee, e.g., Associate Dean)

Date

- Please check here to confirm the commitment to offer this course 3 times in the next 4 years (beginning Fall 2019).

If there is some reason the course cannot be offered 3 times in the next 4 years (beginning Fall 2019), please explain:

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