

## Belmont University Teaching Center Faculty Travel Grants

One of the goals of the Teaching Center is to encourage the scholarship of teaching in its various forms and manifestations. Attending conferences or workshops related to teaching can enable a faculty member to focus on teaching and to discover what others are doing to improve teaching and enhance student learning. The Teaching Center provides funds for faculty members to attend conferences or workshops in which a major focus is on teaching in higher education or on scholarly material that will be used in teaching at Belmont. The attempt will be made to balance the distribution of funds over the course of the year, among disciplines, and between first time applicants and previous recipients.

### Guidelines:

1. An applicant must be a full time faculty member at Belmont.
2. The proposal for a travel grant must focus on a learning experience directly connected to college-level teaching (typically a conference or workshop). If the proposal is to attend a conference, it can be a general conference devoted to teaching, a specific conference on a particular aspect of teaching (e.g., collaborative learning, instructional technology, teaching by the case-study method, problem-based learning), or a disciplinary conference with a significant portion of its sessions devoted to teaching. If travel to a disciplinary conference is proposed, applicants should clearly indicate how the content of the conference will inform their teaching. The proposal should clearly indicate how participation will benefit Belmont (as opposed to some outside agency).
3. Because of budget limitations and the number of requests for support from the Teaching Center, grants will typically be for no more than \$500 per person for a workshop, conference, or a longer institute.
4. An application must describe the conference, the ways the specific conference will enrich the applicant's teaching at Belmont (including linkage to specific courses the applicant teaches), the estimated costs to attend the conference, and any other information that would be helpful in the consideration of this request (e.g., a link to a flyer or brochure describing the conference). **If the applicant is presenting at the conference, the application should also include specifics about other elements of the conference that will inform her teaching.**
5. Please confer with the Teaching Center Advisory Board (TCAB) member from your college or school if you have questions or want guidance or feedback prior to submitting an application. Click here for a listing of current TCAB members.
6. The Director of the Teaching Center and the members of the Teaching Center Advisory Board will review travel grant requests and determine grant recipients. **Please send the application electronically to Nanci Alsup ([nanci.alsup@belmont.edu](mailto:nanci.alsup@belmont.edu))** by the deadline indicated on the application. Nanci will confirm receipt of the document. Late or incomplete applications will not be considered. Grant recipients will be notified several weeks after the application deadline.