CALL FOR PROPOSALS

Exploratory Teaching Groups

Submission Deadline: Wednesday, September 4, 2024
Orientation for ETG Chairs: Wednesday, October 9, 2024, 3:00-4:00PM

Exploratory Teaching Groups (ETGs) provide faculty and instructors a collaborative framework to explore and discuss ideas, issues, and challenges in their teaching, with the goal of developing new practices, resources, or other educational interventions. The program is driven by the teaching interests and pedagogical development goals of faculty and instructors, so proposals are welcome on any topic and the format is flexible. Faculty and instructors may use ETGs to investigate new teaching strategies, tools, or approaches; to engage in a collaborative course (re)design project; or to advance any other project related to teaching and learning in their courses or programs. Possible formats include a pedagogical reading group, a series of structured discussions or workshops around a theme, a "working group" that tackles a particular topic or project, and so on. See a list of previous ETGs on the CCTL website.

The Chicago Center for Teaching and Learning invites groups of faculty and instructors, coordinated by one or two colleagues acting as Chair(s), to propose a topic, goals, and plan of activities for an ETG to run during the 2024-2025 academic year. The CCTL will support selected ETGs by consulting on their plans and activities, recommending resources and literature, providing a venue for sharing their work with a larger campus community, and lending support for implementation of new ideas as appropriate. Groups may request funds to purchase books, technology, and other resources to support the facilitation of group activities (materials and other costs for events, refreshments, etc.) or other efforts relevant to the advancement of teaching and learning at the University. Funds to hire a student assistant to support the project are also available if merited by the project. See below for guidelines for organizing an ETG.

Proposals related to any topic are welcome. Example topical areas include:

- Inclusive teaching, such as inclusive course (re)design or an inclusive pedagogy reading group
- Evaluation and development of new and existing courses and programs
- Innovative assessment and assignment design
- Effective use of educational technology and digital tools

See below for further guidelines. Faculty and instructors are invited to discuss their proposals with the CCTL before submitting. Contact Amanda M. Jungels at amanda.jungels@uchicago.edu with any questions.

Proposals and budget must be submitted here by Wednesday, September 4. Please read the guidelines below before submitting your proposal and budget.

Proposal Requirements

Faculty and instructors interested in leading an Exploratory Teaching Group should prepare to submit the following via the application form:

- **ETG Chairs:** Proposals must identify 1-2 Chair(s) to act as the point of contact for the group.

- **Year-long goals:** What pedagogical need does your ETG address, and what goals do you hope to accomplish with this ETG? What is the proposed impact?

- **Quarterly goals:** What do you hope to do by the end of each quarter?

- **Structure and activities:** What work will you undertake, how often will you meet, what kinds of meetings do you plan to hold (discussions, reading groups, workshops, invited speakers, etc.), to accomplish your goals

- **Campus collaborators:** The campus offices or departments, if any, with which you plan to collaborate.

- **Participants:** Identify any confirmed participants and describe other potential participants (faculty and instructors from particular departments, Core sequences, etc.).

- **For returning ETG Chairs**, either with continuing or new projects/topics: Are there additional or different goals that you hope to meet with the newly proposed ETG? Is there additional work that the ETG will take on, will you recruit a different population of ETG members, etc.?

- **Budget proposal:** Please use this budget template. Groups may request two kinds of funds:

  o *Supporting resources:* Funds of up to $1000, which may include, but are not limited to:
    - Materials, such as books and technology.
    - Group facilitation expenses, including event costs, food, refreshments, etc.
    - Guest speaker honoraria or consultation fees.
    - Other activities relevant to advancing teaching and learning at the University.

  o *Student assistance*: Funds for up to a total of 140 hours of student work.
    - If requesting funds for a student assistant, please describe their planned activities and the total number of hours they will devote to the project. Please be specific about this.
    - Student assistants may be graduate or undergraduate students. Proposals should indicate if there are particular skills or backgrounds desired.
    - The CCTL will work with this information to propose an amount of student assistance funds to award. Identifying and hiring a student assistant will be the responsibility of the ETG.

Guidelines for Organizing Exploratory Teaching Groups

All ETGs will:

- Identify 1-2 Chair(s) responsible for coordinating group activities and acting as a point of contact. Chairs will meet with CCTL staff once per quarter for support on ETG activities.

- Consist of at least three members inclusive of the Chair(s). If all members have not yet been identified, a plan for identifying and recruiting members should be included in the proposal.

- Identify year-long goals, along with quarterly goals or benchmarks the ETG will meet. These benchmarks can be flexible and revised during the course of the ETG, if necessary, and should be specific to the ETG (such as "reading groups will meet twice each quarter" or "by end of winter quarter, we will have identified four community organizations that we can partner with for experiential learning").

- Attend quarterly meetings with assigned CCTL staff liaison, beginning in September 2024.

- Meet at least five times during the 2024-2025 academic year. Depending on the goals of the ETG, meetings may consist of discussions, reading groups, workshops, invited speakers, etc.

- Participate in an **introductory meeting on October 9, 2024, from 3:00PM - 4:00PM** with other ETG chairs to share goals, exchange ideas, and engage in orientation to the program.

- Participate in a **year-end colloquium on May 23, 2025, 12:00PM - 2:00PM**, at which ETGs share their reflections, outcomes, and possible future goals with each other and stakeholders in the College and across the University.

- Produce a brief (~500 words) summative memo on the ETG's activities, including whether and to what extent the ETG accomplished its goals, how the experience shaped participants' approaches to teaching, how the ETG's resources, findings, or recommendations were (or will be) disseminated or implemented, etc.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- ETG goals and activities are aimed at advancing teaching and learning in a meaningful way relative to the goals of the ETG.

- Yearly and quarterly goals are reasonable and achievable

- Participants are clearly identified and/or participant recruitment strategy is outlined

- Proposed budget is reasonable and appropriate

- The CCTL has the staff, person-hours, and expertise to assist the ETG throughout the academic year