

FELLOWSHIP OPPORTUNITY for ENHANCING AN INTERDISCIPLINARY CURRICULUM at LUC

Interdisciplinary Curricular Fellowships

The Loyola University Chicago Interdisciplinary Curricular Fellowship program is designed to provide all full-time faculty with the opportunity to develop an innovative interdisciplinary course that engages students from different schools. Fellows in this program will receive a \$4,000 stipend to work with a faculty member (or members) in a partner school/college and/or department to develop interdisciplinary academic courses that would be relevant to students from both schools. This stipend may be split with the collaborative faculty member(s) if desired.

The Interdisciplinary Curricular Fellowship will give faculty the opportunity to:

- Learn from and with expert colleagues in other fields who can help to develop curriculum and pedagogical approaches on a common topic from an interdisciplinary perspective
- Learn how to engage in interdisciplinary teaching and course development

Prior to applying for the fellowship, the applicant should engage with a faculty member (or members) in the partner department/school to develop goals for the course. There is an expectation that the course will be offered to students in both the fellow's department and the partner department. The proposal will need to pass through the curricular review process of the applicant's department and in the partner department as well.

A university panel selected by the Faculty Center for Ignatian Pedagogy (FCIP) reviews Interdisciplinary Curricular Fellowship applications and makes recommendations to the Provost regarding their funding as resources are available.

Questions about applications for fellowships should be directed to the department chair. Additional help is available from The Office of Faculty Affairs.

Eligibility and requirements for the award

- Faculty eligible for this program include any full-time faculty, non-tenure track, tenure track or tenured. Interest from underrepresented minority faculty should be cultivated by department chairs and deans.
- Applicants are required to list all past Interdisciplinary Curricular Fellowship awards and their outcomes. In the event that funds for fellowships are limited, and in cases where a proposal is judged ready for funding, the applicant will receive added consideration if she or he has not received a fellowship in the past three academic years.
- Prior to applying for the fellowship, the applicant should engage with a faculty member (or members) in the partner department to develop goals for the course. Prior to submission to the Fellowship program, the proposed course must be carefully vetted by both the applicant's and the partner department's chairs, dean's offices and/or relevant School/College curriculum committees to evaluate the curricular need, potential fit within the requirements for the relevant major(s), and availability of faculty resources to teach the course in the future.
- Awardees, by the end of the fellowship, will be expected to have developed a detailed syllabus and supporting materials for an interdisciplinary course, submit the developed syllabus to the Curricular Committees of the two participating Schools/Departments for a new course approval,

and submit the approved course to the Board of Undergraduate Studies (if an undergraduate course) or the Graduate Studies Coordinating Board (if a graduate course) for final approval. Awardees should be available to teach the course by the fall term of the academic year after the fellowship. This will require developing and receiving approval for the course prior to the time when courses are scheduled within the fellowship year (see Recommended Timeline below).

- Unsuccessful applications will not be automatically rolled over into subsequent competitions. Applications must be re-filed by those wishing to be considered in subsequent years.
- Unsuccessful applicants will receive a brief summary of the FCIP panel's feedback and comments.

Submission details

Please describe the proposed course based on the identified opportunities of the Interdisciplinary Curricular Fellowship. Provide a rationale for your selection; indicate the focus of the course; state the interdisciplinary value of the course; explain the potential contribution to the students in your field and how this course may fit within the requirements for the majors; propose a delivery plan for teaching this course in the future (whether co-taught, frequency, format, etc.); and describe the significance of the course to Loyola. This description of the course should be no more than three double-spaced pages in length. The proposal package should also include an abstract (<300 words) and full Curriculum Vitae of any faculty participating in developing the course.

All material must be submitted through the Interfolio system. An applicant must notify their dean's office of their intent to apply so that a case may be created in Interfolio. Please consult your school or college to confirm deadlines for any required preliminary steps. In addition, recommendations from the department and/or school are required. As there are multiple academic units reviewing, the Deans' Offices should be provided at least three weeks for review.

School/College Review

An evaluation of the proposal from the Chair/Program Director, Dean of the School/College and from the school/college-level curriculum committee is required. If the partner department is in a different school/college, the proposal should be evaluated by the Dean and curriculum committee in that school/college as well. These evaluations should consider the curricular need, potential fit within the requirements for the relevant major(s), and availability of faculty resources to teach the course in the future. As there are multiple academic units reviewing, the Deans' Offices should be provided at least three weeks for review. The Chair/Program Director, school/college-level curriculum committee and the Office of the Dean from both departments/schools will submit their evaluations through the Interfolio system.

Proposal Review Procedure

Proposals will be reviewed and recommended for funding or non-funding by a university panel selected by the FCIP. The panel members will review all applications. In addition, each proposal will also be assigned one primary and two secondary reviewers, in accordance with the expertise of panel members in a given year. These assignments are usually made by the Chair of the panel. The reviewers will assess the applications on each of the following categories:

- A. This proposal has been reviewed by and has received approval from both the applicant and partner department/school chairs and deans.

- B. This proposal effectively explains the significance of the proposed interdisciplinary course to the quality of LUC students' education; it describes the added value to the fellow's department, the partner department and university;
- C. This proposal outlines methods or approaches for the proposed course in a way that convinces the reviewer that the objectives will be achieved;
- D. This proposal is written clearly and in a manner that can be evaluated by faculty peers for its scholarship quality;
- E. This proposal makes clear that the applicant(s) has/have the expertise to create and deliver the course;
- F. This proposal outlines the plan for delivering the course. As Loyola does not have a mechanism for team teaching across schools, it is suggested that applicants take turns teaching the course, with the possibility of guest speaking when not teaching.

Having considered all of these criteria, the FCIP panel members will rate the proposal on a five point scale where five indicates "exceptionally ready for funding," three indicates "ready for funding," and scores below three indicate that the proposal is judged not ready for university funding.

Timeline:

By October 31 - Create cases in Interfolio

November 1st - January 19th - Internal school/dept review

January 23rd - Feb. 3rd - Review period for FCIP

Week of Feb. 6 - Decision meetings for FCIP

Awardees notified no later than **February 10th**