**Faculty of Health Fund for Innovations in Teaching (FIT)**

The Faculty of Health’s [Teaching and Learning Strategic Plan](http://health.yorku.ca/health2020/) drives excellence in teaching (including but not limited to innovations in experiential education and eLearning) for the 21st century, and actively supports student learning and success. In addition, the Faculty’s [Community Strategic Plan](http://health.yorku.ca/health2020/) seeks to create an engaged network of community partners to ensure that our quality programs offer students opportunities for community engagement through experiential education.

# Objective

This seed funding aims to promote the Faculty of Health’s vision by supporting innovative teaching practices that include but are not limited to experiential education (EE) and eLearning. Specifically, the fund will support: *research* into innovative teaching practices; the *implementation* of innovative teaching practices, and the *development/enhancement* of existing teaching practices and novel forms of assessment. Applicants must clearly outline in the application how the funded activities will meet this objective.

# Eligible Activities

Funds can be used to support activities listed below as they relate to the EE continuum, eLearning, and other innovative teaching practices.

* *Research*: determine and/or address a teaching and learning challenge; evaluate the effectiveness of teaching practices
* *Evaluation:* design and develop appropriate forms of evaluation of students’ learning
* Development: develop and implement an innovative new format for an existing course, or a new course that would support course focused and/or community focused experiential education, and/or blended/online learning
* *Human Resources:* in order to develop EE in your course or program you may want to hire a Work Study student or Research Assistant to conduct a needs assessment, environmental scan or SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis
* *Professional Development:* attend a teaching and learning conference, workshop, other training; present at a conference; publish findings in a journal or other publication
* *Materials/Equipment:* purchase resources to facilitate EE or eLearning in current and future courses
* *Transportation:* subsidize transportation, to related events or activities, for course directors and TAs who attend on behalf of the course director
* *Community Partnerships:* provide honorariums/incentives; host a recognition event
* Other aligned activities

This fund **may not** be used to fund:

* A course-release for a course director
* Activities already budgeted for through the Academic Innovations Fund (AIF), or the Academic Equipment fund
* Parking costs for community partners visiting on campus. *Note:* You can request free parking passes for community partners visiting on campus to support experiential education activities through the [Parking Park Request Form](http://health.yorku.ca/experiential-education/parking-passes-for-community-partners/)

# Eligible Applicants

Full-time and part-time faculty members, schools and/or departments are eligible to apply for funding. A project representative must be identified if an application is submitted on behalf of a program, department or school.

# Recipient Responsibilities

* Applicants must discuss the application and proposed activities with the chair/director prior to submission. For program based applications, the applicant must also submit a letter of support from the Chair/Director.
* Applicants must submit relevant ethics documents if the proposed project involves research into their teaching practices, or other activities that require research ethics approval.
* Demonstrate how the funds will be used to support proof of concept for the quality of programs and teaching and learning
* Create and revise course design accordingly and ensure process is aligned with department and faculty strategic plans and deadlines around course design
* Demonstrate initiative to share learning at peer and stakeholder events
* Ensure that funded activities comply with hiring and expense policies and guidelines
* Ensure that funds are spent by the end of the fiscal year (**April 30**)

# Evaluation Criteria

1. Clearly outlines how the proposed activities improve the quality of teaching practice and/or student success (including but not limited to engagement, retention, and first year experience)
2. Clearly describes how the proposed activities align with and support the objectives of the Faculty of Health’s [Teaching & Learning and Community Strategies](http://health.yorku.ca/health2020/)
3. Describes how these activities will be sustained in future years without this funding
4. The adjudication process may include asking for feedback about your application from the chair/director of the corresponding school/department. Therefore, it's important to make sure they are aware of the proposed innovative activities and that the activities are aligned with the programs initiatives for enhancing the quality of teaching and learning.

# Timeline

Applications will be accepted on an ongoing basis between **May 1** and **March 1**, until the Funds for Innovation in Teaching have been depleted, so applicants are encouraged to apply before the deadline. You will receive a response within two weeks of submitting the application, depending on the complexity of the submission. Projects that meet the criteria will be awarded until the Fund for Innovations in Teaching is exhausted up to a maximum of $3,000/person or $15,000/program request. Awarded funds that are not used by **April 30** of the fiscal yearwill be absorbed back into the fund.

# **Expense Guidelines**

* All expenses funded through the Fund for Innovations in Teaching must comply with the York University Reimbursement of Expenses [Policy](http://secretariat-policies.info.yorku.ca/policies/reimbursement-of-expenses-policy/) and [Procedures](http://secretariat-policies.info.yorku.ca/policies/reimbursement-of-expenses-procedure/), and the [Procurement of Goods and Services Procedure](http://secretariat-policies.info.yorku.ca/policies/procurement-of-goods-and-services-procedure/).
* Hiring must comply with the appropriate policies and guidelines: [Work Study Program Policy](http://roinet.apps01.yorku.ca/employment-admin/wp-content/uploads/sites/12/Workstudy-Program-Policy-Manual-July2016.pdf), [Research at York Policy](http://roinet.apps01.yorku.ca/employment-admin/wp-content/uploads/sites/12/Research-at-York-Program-Policy-Manual_Final_27-Nov_2015.pdf). Additional information about the Work Study and Research at York programs can be found on the intranet site of [Student Financial Services](http://sfs.yorku.ca/).

# ****Application****

Before applying for the fund, please make sure that you discuss your proposed activities and application with the chair/director of your school/department. To apply for the fund, you must complete and submit the [online application form](http://health.yorku.ca/fit-application/) at the very latest by **March 1.** You will not be able to save the online form or return to it later, so you may wish to answer the questions on this document and paste them on the online form when you are ready to submit it.
If you encounter any difficulties with completing the online application form please e-mail hlthadtl@yorku.ca.

# Application Questions

When you complete the [online application](http://health.yorku.ca/draft-foh-fit-instructions/) for FIT you will not be able to save the form or return to it later, so you may wish to answer the questions on this Word Document and paste them on the online form when you are ready to submit it. If you encounter any difficulties with completing the online application form please e-mail hlthadtl@yorku.ca. Applications are accepted on an ongoing basis between **May 1** and **March 1**.

1. Name \* First Last 2. Department/School/Program\*
3. Email \* 4. Phone number or extension \* - ### - ### ####

If you are submitting a program based application, please attach the letter of support from your Chair or Director.

**Description of Activities**
Please answer the following questions about the activities you would like to support through this fund.

**5. Please indicate how the funds will be used. (Check all that apply) \***

RESEARCH: determine and/or address a teaching and learning challenge; evaluate the
 effectiveness of teaching practices

PROFESSIONAL DEVELOPMENT: cover costs associated with attending/presenting at
 a teaching and learning conference, workshop, other training; publishing findings in a
 journal or other publication

 MATERIALS/EQUIPMENT: purchase resources to facilitate EE in current and future
 courses

 ****TRANSPORTATION: subsidize transportation, to related events or activities, for course
 directors and TAs who attend on behalf of the course director

 COMMUNITY PARTNERSHIPS: provide honorariums or incentives; host a recognition
 event

 Other

**6. Please indicate whether the proposed activities will relate to the following areas:**

Experiential Education (if selected, answer 6a) ELearning (If selected, answer 6b)

**6a. (If you selected Experiential Education in question #6) Which type of experiential education do the proposed activities relate to?**

COURSE FOCUSED- Students are exposed to concrete learning activities in the
 course or classroom that require them to reflect on what they have experienced in
 relation to concepts/theories being covered in the course. All course focused EE
 strategies contribute to addressing student learning outcomes.

COMMUNITY FOCUSED- Students have the opportunity to connect course material
 with experiences that occur through interactions with partners in the community. All
 community focused EE strategies contribute to addressing both student learning
 outcomes and identified community needs.

 WORK FOCUSED- Students have the opportunity to develop competencies and skills
 and augment the theories/concepts learned in their course/degree programs by getting
 hands-on work experience within organizational environments. All work focused EE
 strategies contribute to addressing degree level expectations, in particular, the
 student’s ability to demonstrate autonomy and professional capacity.

 Unsure

**6b. (If you selected eLearning in question #7) Which type of eLearning do the proposed activities relate to? \***

Fully online Blended Flipped Classroom Unsure Other

**7. Please describe the specific activities that will be funded.** How will these activities support and improve: I) your teaching practice, and/or II) student success (including engagement, retention, first year experience, achievement of learning outcomes)?

If your proposed activities involve research into your teaching practices, or other activities that require research ethics approval please attach the corresponding ethics approval documents.

**Evaluation and Assessment**

**8. Please describe how you plan to evaluate and assess the proposed activities**. How will you measure success as it relates to enhancing teaching practices (e.g. experiential education, eLearning or other) and/or improving student success (engagement, retention, or first year experience)? \*

**Budget and Timeline***Projects that meet the criteria will be awarded until the Fund for Innovations in Teaching is exhausted up to a maximum of $3,000/person or $15,000/program request. Awarded funds that are not used by April 30 will be absorbed back into the fund.* **9. Please indicate the total amount of funds requested** (up to a maximum of *$3,000/person or $15,000/program*) \*

**10. Please describe how the funds will be used,** by including a list of: I) activities, II) projected cost, III) timeline for implementation. Remember that your timeline must align with department and faculty deadlines around course redesign. \*

**11. How do you plan to sustain the proposed activities in future years without this funding?** \*

**12. Will these activities be supported through other funding? \***

I have applied for other funding

 I plan to apply for other funding

 I have received other funding

 I am not seeking other funding

**12a. Please identify the other source/s of funding \***

**Support

13. Would you need information/support on any of the following topics? (check all that apply) \***

Designing or redesigning a course, revising a syllabus, and/or establishing learning outcomes

Identifying, adding or improving reflection activities

 Offering “Intro to EE” class presentation (can be delivered by EE coordinator)

 Liaising with community partners more effectively

 Establishing community partner recognition and appreciation mechanisms

 Identifying professional development opportunities

 Sharing and promoting an opportunity to the Faculty of Health

 Other

**14. Is there anything else you would like us to take into consideration when this application is adjudicated by the Dean's Office?**