

# Michigan State University Lilly Fellows Program

*The program will begin with an opening retreat with mentors in August 2018. The deadline for applications is April 30, 2018.*

The Lilly Fellows program invites applicants for its 2018-2019 cohort. The program is intended to advance the University's continuing efforts to support excellence in teaching and learning through scholarship. The program supports a cohort of six faculty or academic specialists with at least five years of service to the institution, with an opportunity to engage in a year-long exploration of robust scholarship on effective practices in university teaching. The Lilly Fellows Program is designed to support Fellows who will become future leaders and models for their peers as well as to inspire a broad range of faculty at all ranks to pursue excellence in teaching through scholarship. Fellows participate in monthly facilitated seminars and produce an individual research project on their teaching with support of a faculty mentor. The program is supported by matching grants from AAN and the Fellows' departments.

A hallmark of the program is the pairing of Lilly Fellows with experienced faculty mentors, chosen by the Fellows either from within their departments or schools or outside their disciplinary areas. Lilly Fellows will participate in monthly cohort meetings and attend other relevant events designed to enhance scholarship around teaching and learning at MSU. Each Fellow will be responsible for an individual teaching and/or Scholarship of Teaching and Learning development project during the Fellowship year.

To facilitate the participation of academics selected as Lilly Fellows, AAN will provide approximately \$8,000 to each Fellow in the first year of their Lilly participation. Each Fellow's home unit is asked to provide either matching funds or one course release. Resource allocation should be designed to best facilitate the work of the Fellowship and should be made in consultation with the Fellow and AAN. Final determination of funding will be based on the proposed budget and availability of funds.

## Program Activities and Expectations

**Monthly discussions on scholarly teaching, Scholarship of Teaching and Learning (SoTL), and Discipline-Based Educational Research:** Lilly Fellows are required to attend monthly, facilitated cohort seminars (September-April) that focus on development and production of a timely, relevant research project. Topics include, but are not limited to: literature reviews, data collection and analysis, research ethics, etc.

**Presentation to the MSU community:** Lilly Fellows will be expected to present their completed project to a community audience at the annual MSU Teaching and Learning Spring Conference in early May 2019. Fellows are encouraged, but not required, to publish their work in relevant publications. Guidance will be offered by the Lilly Fellows organizers in finding appropriate journals and publication and/or



presentation opportunities. A portion of the stipend could be used to support expenses in these pursuits.

**Optional second year program:** Lilly Fellows completing their initial year will be welcomed and encouraged to participate in a subsequent year that will center on providing mentorship opportunities for the new cohort of Lilly Fellows, in addition to exploring leadership, career trajectories, and culture change and agency across the institution.

## **Application and Program Details**

### **Endorsement of Supervisors**

Signatures of Unit Supervisors and Dean: Applications must include signatures of endorsement on the Application Cover Sheet (see below). Applicants are strongly encouraged to seek input from their deans and chairs/directors prior to developing their proposal to enable the deans and chairs to weigh in on the advisability and time of the application.

### **Letter of Support**

Applications must include a strong letter of support from the chair/school director/department head or the dean if the unit does not have other direct supervisors. The letter should affirm:

1. The candidate's interest in and record of instructional excellence and the demonstration of their strengths as a researcher within the context of unit expectations whose trajectory is likely to succeed in their quest for tenure (where applicable) and promotion;
2. The Fellow's project will advance the mission and goals of the academic unit and will be supported by the unit; and
3. The unit will support the Fellow, including matching department support of up to \$8,000 or the equivalent in release time, equipment purchase, or other benefits that will enable the Fellow to have sufficient time to engage fully and to complete required Fellowship responsibilities.

### **Lilly Project Mentor Endorsement**

The proposed Lilly project mentor must submit a one page letter of support for the Lilly applicant. The mentor should be an experienced MSU teacher-scholar. The letter of support must indicate their agreement to work directly with the Fellow as a project mentor during the Fellowship year.

### **Funding**

To facilitate the participation of faculty members selected as Lilly Fellows, each participating department/school (or college if there is no department structure) will be given an allocation of approximately \$8,000 by AAN to be matched by equivalent department/school or college funds and/or support in recognition of the time demands of participation in the Lilly Fellowship. The total support (up to \$16,000 or the equivalent) can be provided in release time, equipment purchase, travel funds to educational conferences, research assistants, educational books and materials (books, instruments, videos, clickers) or other benefits that will enable the Fellow to have sufficient time to participate fully, expand their deep knowledge of teaching, learning and assessment in their discipline, and/or complete their Lilly



responsibilities. Funds can be used to present the Lilly Project at a conference the year following the Fellowship pending approval from the chair/director and/or dean to carry these funds forward. The form of support is to be determined collaboratively between the lead chair/director and/or dean and the Lilly Fellow applicant. Final determination of funding will be based on the proposed budget and availability of funds.

### **Communications**

Lilly Fellows are expected to facilitate communication between and among their mentors, chair(s), deans, and the AAN on matters related to the Fellowship, funds, and attendance at Lilly events.

### **Scholarship of Teaching and Learning Proposal**

Applicants are expected to prepare a one-page Project Proposal that: 1) identifies a question, concern, or need related to the applicant's own teaching; and 2) describes a Scholarship of Teaching and Learning project to address that question, concern, or need. The applicant must explain how the proposed project is expected to improve learning among the applicant's students and/or teaching within the applicant's department or discipline. This proposal should contain a preliminary plan for how the applicant will design, implement and assess the effectiveness of the project. Applicants are encouraged to think through their proposed project carefully with particular attention to the skills, knowledge and/or attitudes/dispositions they wish students to learn as a result of this project and how they will assess the impact of their innovation or intervention.

### **Projects Not Typically Supported**

The Lilly Teaching Fellowship is not designed to support applications for teaching projects that center on developing a new course or transforming an existing course into a blended/online environment, unless those projects are coupled with additional innovative pedagogies and/or assessments. Projects that are solely focused on curriculum development may be funded from within the applicant's own department or college; contact your college administrator to inquire. Applicants may also seek funding for curriculum development projects from other resources on campus. If you have questions or are interested in a list of past topics, contact Patti Stewart at [ps@msu.edu](mailto:ps@msu.edu) or (517) 432-2033

### **Role of the Lilly Project Mentor**

Applicants must identify an experienced teacher-scholar who is willing to serve as an active mentor during the Fellowship year. Mentors are expected to serve as a coach and sounding board for the Fellow on the design of the Scholarship of Teaching and Learning project, the development of the IRB request, and/or subsequent efforts to present and publish the findings. Some mentors assist with the collection or assessment of data or other tasks that reflect their interests and abilities as teachers and scholars. Fellows and mentors are expected to work together on a regular basis on the planning, development and implementation of the teaching project. Mentors and Fellows will also meet with the fellowship coordinator early in the Lilly Fellowship year to discuss the project scope and plans. Mentors are also expected to attend the Lilly Fellows Recognition Dinner (April 2019) during the semester the



applicant is completing their fellowship as well as the afternoon of the Spring Retreat where the Teaching Projects are critiqued and feedback is given (March 2019).

## 2018-2019 Schedule

It is *mandatory* that all Fellows participate in all scheduled meetings and retreats. Please make sure that the dates will work with your schedule for the upcoming year.

**Fall Retreat:** Thursday, August 23, 2018 (9:00 a.m. - 3:30 p.m.)

*Mentors are asked to attend 11:00 a.m. -1:00 p.m. – lunch provided*

### Monthly meetings:

- Thursday, September 13, 2018 (1:00-3:30 p.m.)
- Thursday, October 11, 2018 (1:00-3:30 p.m.)
- Thursday, November 8, 2018 (1:00-3:30 p.m.)
- Thursday, December 13, 2018 (1:00-3:30 p.m.)
- Thursday, January 10, 2019 (1:00-3.30 p.m.)
- Thursday, February 14, 2019 (1:00-3.30 p.m.)
- Thursday, March 14, 2019 (1:00-3:30 p.m.)

**Spring Retreat:** Thursday, April 11, 2019 (9:00 a.m. - 3:30 p.m.)

*Mentors are asked to join the group 1:30-3:30 p.m.*

**Recognition Dinner:** Thursday, April 18, 2019 (5:30-8:00 p.m.)

*Mentors are asked to attend*

## Application Process

Eligibility: All faculty and academic specialists who will have instructional responsibility as part of their appointments in 2018-2019 are invited to apply for the Lilly Teaching Fellows Program. As of the application date, all applicants must be in at least the fifth year of their appointment or have worked for MSU for at least five years as a faculty member or academic specialist with teaching as a significant part of their responsibilities.

The following documents must be submitted for consideration. **Deadline is April 30, 2018.** Please submit your completed application packet to the AAN office: Attn: Patti Stewart, Academic Advancement Network, 426 Auditorium Road, Room 308, East Lansing, MI 48824

1. Completed application sheet
2. A brief description of the proposed teaching project (one page). The project proposal should briefly identify the project goal and rationale, instructional context, project methodology, and approach(s) to assess attainment of the project goal. Please include the significance of the project for the individual, unit and/or disciplinary advancement of teaching and learning. To request additional information, contact Patti Stewart at [ps@msu.edu](mailto:ps@msu.edu).
3. Completed budget plan proposal that outlines how funds will be used, including any course release time negotiated with the chair, director or dean. This must be signed by the applicant and their supervisor.
4. Three letters of support:
  - a. One letter from the applicant's lead chair, director, or dean
  - b. One letter from the proposed mentor



- c. One letter from additional faculty, academic staff or graduate student
5. Personal Statement: A one-page statement from the nominee that describes their reasons for seeking the Lilly Fellowship and provides evidence of interest in ongoing instructional improvement and/or the Scholarship of Teaching and Learning (SoTL).
6. Curriculum vitae.
7. Description of annual course load and advising responsibilities.
8. A list of courses taught at MSU, detailing size and type (graduate, undergraduate major, non-major) as well as annual course load and advising responsibilities.

### **Criteria for Selection of Lilly Teaching Fellows**

1. Quality of proposed scholarship of teaching and learning project.
2. Quality of endorsements from unit supervisor and additional reference in letters of support.
3. Evidence of interest in and commitment to improving student learning.
4. Evidence of the potential for instructional excellence.
5. Willingness to advocate for excellent teaching among peers.
6. Willingness to commit the time needed to fully benefit from Lilly Fellows membership, including participating in ALL monthly meetings, additional opportunities as approved by facilitators, and completion of proposed project.



## MSU Lilly Fellowship Application

Applicant Name:

Academic Rank/Title:

Lead College:

Department(s):

Campus Address:

Phone:

E-mail:

Employment Date:

Teaching Project Title:

Lilly Project Faculty Mentor:

Academic Rank/Title:

College/Department:

Email:

### Lead Chair/Director/Supervisor of Unit

Name	
Department/Unit	
E-mail	
I give my support for the applicant to participate in the Lilly Fellowship Program for 2018-2019. Our department will match professional development funds in the amount of approximately \$8,000 in support of this candidate's success and scholarship in this teaching and leadership program.	
<i>Signature</i>	

### Additional Letter of Support

Name:

Academic Rank/Title:

College/Department:

Email:



## Use of Lilly Funds-Planning Budget\*

### Release Time

Course release\*\* \_\_\_\_\_  
 Clinical Release time \_\_\_\_\_  
 Other, please specify: \_\_\_\_\_  
**Projected Subtotal** \_\_\_\_\_

### Assistants

Hourly research assistant for data collection and data entry \_\_\_\_\_  
 Grader or coder to assist with the project or to assist with work in other courses \_\_\_\_\_  
 Postdoctoral scientist to assist in managing the Fellow's laboratory and/or assisting with the preparation of research grants \_\_\_\_\_  
 Undergraduate Student Assistant - for collating data and other tasks \_\_\_\_\_  
 Cost of part of a TA's time to assist with the teaching project. \_\_\_\_\_  
 Other, please specify: \_\_\_\_\_  
**Projected Subtotal** \_\_\_\_\_

### Resources/Materials/Technology

Technology/Equipment to be used as part of the project \_\_\_\_\_  
 Statistical software \_\_\_\_\_  
 Books, DVDs, videos and other media related to the project \_\_\_\_\_  
 Laptop computer to be used to teach the computer-based parts of the course and to conduct the research project \_\_\_\_\_  
 Other, please specify: \_\_\_\_\_  
**Projected Subtotal** \_\_\_\_\_

### Travel

Travel, expenses, and registration to attend conferences on teaching in the disciplines and/or to present findings of the project on teaching \_\_\_\_\_  
 Travel as part of the Lilly Project\*\*\*, e.g., meeting with international collaborators to plan an international educational experience, etc. \_\_\_\_\_  
 Other, please specify: \_\_\_\_\_  
**Projected Subtotal** \_\_\_\_\_

**This should total (but not exceed) approximately \$16,000. **Projected Total** \_\_\_\_\_**

\*Please fill in the amounts you think you will need to allocate for each category and check off the appropriate box. If you do not need a category, enter a 0. This is only a tentative budget and may be changed once the project design is finalized, and is subject to the availability of funds. It should reflect a discussion and collaborative agreement between the Lilly Fellowship Applicant and her/his Supervisor.

\*\* If the cost exceeds \$16,000, the applicant's department must cover the additional expenses.

\*\*\*Funds can be used to present the Lilly Project at a conference the year following the fellowship pending approval from the chair/director and/or dean to carry these funds forward.

### **Signed**

Lilly Fellow Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



## Application Materials Checklist

- \_ Completed application sheet
- \_ A brief description of the proposed teaching project (one page). The project proposal should briefly identify the project goal and rationale, instructional context, project methodology, and approach(s) to assess attainment of the project goal. Please include the significance of the project for the individual, unit and/or disciplinary advancement of teaching and learning. To request additional information, contact Patti Stewart at [ps@msu.edu](mailto:ps@msu.edu).
- \_ Completed budget plan proposal that outlines how funds will be used, including any course release time negotiated with the chair, director or dean. Must be signed by the applicant and their supervisor.
- \_ Letter of support must be from the applicant's lead chair, director, or dean
- \_ Letter of support from proposed faculty mentor
- \_ Letter of support from additional faculty, academic staff or graduate student.
- \_ Personal Statement: A one-page statement from the nominee that describes their reasons for seeking the Lilly Fellowship and provides evidence of interest in ongoing instructional improvement and/or the Scholarship of Teaching and Learning (SoTL).
- \_ Curriculum vitae.
- \_ Description of annual course load and advising responsibilities.
- \_ A list of courses taught at MSU, detailing size and type (graduate, undergraduate major, non-major) as well as annual course load and advising responsibilities.

