



**Faculty Travel Assessment Grant**

**Grant Description**: Saint Mary’s travel assessment grants are designed to support faculty members who would like to attend a conference or workshop that will help them deepen their understanding of assessment—that is, clarifying what they hope students will learn in their courses or program, finding out how well students are learning, and finding ways to help them learn more effectively.

This grant supports travel to a professional conference or workshop for the purpose of learning about assessment. These grants may be used to

* help individual faculty members improve assessment
	+ of the courses they teach
	+ of the contribution those courses make to achieving the outcomes of the major and minor programs of study
	+ of the contribution those courses make in achieving the four-year liberal learning outcomes
* help chairs and program directors improve assessment
	+ in their departments or programs
	+ of the contribution their major and minor make in achieving the four-year liberal learning outcomes.

**Eligibility:** All full-time tenured or tenure-track faculty members and full-time professional specialists. Preference will be given to those faculty members who have not received an assessment travel grant previously.

**Time and Resource Commitment:**

The recipient agrees to

* meet once with the Assessment Committee to discuss what her or she learned from the conference or workshop; this meeting is usually scheduled within five months of the conference or workshop.
* share materials from the conference with the Assessment Committee so that they can be made available electronically to the College community
* be available to serve the College community in the area of development and assessment of student learning
* submit a brief written report to the Senior Vice-President and Dean of Faculty, with a copy to the Assessment Committee and the Department Chair/Program Director, within five months of the conference or workshop.

**Award value**: Each award recipient receives support to travel to one workshop or conference on the assessment of student learning, up to a maximum of $1500. The use of the funds is limited to the usual restrictions of College funds for travel purposes. Allowed expenses include registration, transportation and parking, accommodations, and meals. You must submit the College Faculty Travel Form two weeks before the travel begins. This grant is in addition to the yearly conference travel allowance for tenure-track faculty.

**Application deadline**: Written applications will be accepted on a rolling basis and must be received at least four to six weeks prior to travel. Please send applications to Jessica Ickes, Chair of the Assessment Committee, 160C Le Mans Hall. Assessment conferences take place throughout the year; please consider which conference will best meet your needs. A frequently updated list of assessment conferences can be found on the Assessment Committee’s website at http://www3.saintmarys.edu/assessment-conferences.





**Faculty Travel Assessment Development Grant Application**

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| --- | --- |
| Name | Signature |
| Title | Department: |
| Campus Address | Phone: |
| Department Chair/Program Director Signature | Email: |
| Education **(**your highest academic degree and the institution) |

**Application Proposal:** Please submit the following:

1. A letter of support from your department chair or, if this work is for a program (e.g. Intercultural Studies, WOST, Film Studies) outside of your home department, from the program director.

2. A brief proposal that includes the following:

* 1. Information on the conference or workshop you will attend as a result of receiving this grant, including any relevant information that describes the content of the workshop or conference.
	2. a description of your knowledge and experience concerning the assessment of student learning. Include examples of current student learning outcomes and assessment in your courses or program/department (depending on the focus of your grant proposal).
	3. a discussion of what you hope to gain by attending this workshop or conference; please note what results you expect will come from your participation.

Grants will be reviewed by the Assessment Committee, which will make recommendations to the Senior Vice President and Dean of Faculty. If you have any questions, please call Jessica Ickes, Chair of the Assessment Committee, at x4786 or email jickes@saintmarys.edu.