APPLICATION MATERIALS FOR THE ALUMNAE OF NORTHWESTERN UNIVERSITY AWARD FOR CURRICULUM DEVELOPMENT

Founded in 2014 to support new course materials, new courses or new modes of teaching (including online courses or online education) that will enhance innovation in our undergraduate curriculum.

ELIGIBILITY
All faculty who are expected to be teaching at Northwestern for at least the next two years are eligible for this award, including non-tenure and tenure line faculty.

APPLICATION REQUIREMENTS
To apply for this award, faculty should submit a statement, not to exceed two pages in length, which includes the following:

1) A description of the proposed curricular innovation, including:
   - An explanation of how it relates to the existing curriculum,
   - The expected level and format of the course or courses incorporating the innovation (e.g., large introductory class, advanced lecture, or small seminar), and
   - An explanation of why the proposal is innovative in nature.

2) An explanation of how the award funds are expected to be used (e.g., $2,000 to an assistant to work on the course syllabus; $1,000 to fund travel for external speakers, …)
   - If applicable, provide an explanation of any past or prior funding for this proposal and what was accomplished with said funding.

3) The expected learning outcomes and impact of the course on undergraduate students.

In addition to this statement, applicants should attach the following:

4) A letter from one of the following: the faculty member’s Program Director, Department Chair or school Dean indicating a willingness to provide teaching support if the project is funded.

5) If a non-tenure eligible, the application should also include a letter from the school Dean indicating an expectation of renewed appointment (in order to allow an opportunity for curricular impact).
AWARD FUNDING
Each award will provide total support in the amount of $12,500. This amount includes:
- $7,000 to support the development of the curricular innovation. These funds can be applied as needed to support a student assistant, acquire course materials and software, or pay for assistant benefits
- $5,000 faculty stipend
- $500 to the faculty member’s home department

The award is not intended to fund regular instructional or administrative salaries, standard faculty leaves, faculty research (except as it relates to undergraduate teaching responsibilities), plant construction, renovation or maintenance.