

# INDIAN RIVER STATE COLLEGE FOUNDATION

## **2019 ENDOWED TEACHING CHAIR APPLICATION** **Deadline to Receive Applications: February 20, 2019**

**Introduction:** The Indian River State College (IRSC) Foundation initiated the Endowed Teaching Chair Program in the year 2000. The purpose of the Endowed Teaching Chair Program is to recognize and encourage excellence in teaching, provide a means for both teaching and non-teaching faculty to further contribute to the excellence of the College, enhance the quality of instruction available to students and promote awareness throughout the College and community that outstanding teaching is highly valued at IRSC. The Endowed Teaching Chair Program is made possible by contributions to the IRSC Foundation. To date we have secured the funds to endow 13 Chairs, which are available on a rotating schedule in multiple disciplines.

**Endowed Teaching Chair Eligibility:** All Endowed Teaching Chairs available for 2019 are for teaching or non-teaching faculty members. You are eligible to submit an application for an endowed teaching chair if you are a full-time teaching or non-teaching faculty member, have two full years of service at IRSC at the time of application, and are in good standing with your Dean.

**Award:** Each recipient will be awarded an annual stipend of approximately \$6,000 per year, for three consecutive years, dependent upon the annual Foundation spending policy. Two-thirds of the stipend (\$4,000) must be used to implement the proposed plan to improve instruction and/or enhance professional development at IRSC. One-third of the annual stipend (\$2,000) will be paid directly to the recipient in recognition of his or her outstanding contribution to the College's mission. Recipients must maintain continuous full-time employment at IRSC in order to receive the annual stipend. The honorees will be announced in Spring 2019 and formally awarded and presented with the "Golden Medallion for Teaching Excellence" at the annual Welcome Breakfast and Awards Ceremony in August 2019.

**Selection:** A Selection Committee appointed by the President and composed of IRSC faculty and administrators will review applications based on the selection criteria. The Selection Committee will submit recommendations to the President and his Cabinet for final selection.

### **Selection Criteria:**

- Proposed problem or need to be addressed
- Proposed project's relation to the college mission and to department/division planning objectives
- Identification of the population to be served
- Potential of project to improve instruction and professional development
- Proposed project's overall benefit to IRSC, students and community
- Proposed impact and collaboration
- Proposed project outcomes: details, tasks, sustainability and evaluation methods
- Budget justification
- Record of outstanding teaching/job performance
- Timeline for implementation, assessment and future goals

### **Deadline:**

**Deadline to Receive Applications: February 20, 2019**

Applications are due to Brianne Hutchinson, IRSC Foundation Office (A-135)

**If you have any questions about applying, please contact  
Brianne Hutchinson, Donor Relations, at 772-462-7856 or via e-mail: [bhutchin@irsc.edu](mailto:bhutchin@irsc.edu).**

## **2019 ENDOWED TEACHING CHAIR APPLICATION FORM**

Please complete and submit the following application form and return it with your proposal. Please provide all requested information in typed form, and adhere to length guidelines indicated. Submit the application form along with the proposal to: Brianne Hutchinson, IRSC Foundation Office (A-135) or bhutchin@irsc.edu.

Please indicate one:  Dr.  Mr.  Mrs.  Ms.

Name: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_

Current Professional Rank and/or Position Title: \_\_\_\_\_

Department: \_\_\_\_\_ Campus/Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please check which of the following you are applying for (you may check more than one):

### **Endowed Teaching Chairs:**

- Community Endowed Teaching Chair in Fine Arts**
- Gladys Williams Wolf Endowed Teaching Chair in Communications**
- J. Douglas Stephens Endowed Teaching Chair (any discipline)**
- John and Marilyn McConnell Endowed Teaching Chair (any discipline)**

## **ENDOWED TEACHING CHAIR PROPOSAL**

**May be a maximum of 12 pages not including cover sheet and table of contents – 12 pt. font and double-spaced. Please adhere to length guidelines indicated and follow the order outlined below with defined headings. Do not staple pages together.**

1. **Abstract** (Maximum 1 page) which briefly describes the proposed project and how your proposal is innovative.
  
2. **Project Summary Detail** (Maximum 7 pages) – To be conducted over a three-year period, the proposed project must focus on improving instruction and/or enhancing professional development for the benefit of IRSC, its students, and the community.
  - A. Describe the problem or need to be addressed
  
  - B. Describe the goals and purpose of your proposed project/solution
    - Its relation to the college mission
    - Its relation to your department/division planning objectives
    - Identification of the population to be served
    - Potential of project to improve instruction
    - Potential of project to improve professional development
    - Overall benefit to IRSC, students and the community
    - Impact and collaboration with other departments/divisions within the college or businesses or organizations in the community
  
  - C. Define project outcomes (1 page form attached)
    - Details
    - Tasks
    - Evaluation methods
    - Timeline
    - Sustainability of project beyond 3 years
  
3. **Budget** (1 page form attached) - Outline projected use of project funds for each of the three years of the proposed project. (e.g. equipment/supplies, advertising/marketing, printing/publications, consultants, etc.)
  
4. **Curriculum Vitae/Resume** (Maximum 2 pages) that includes the following:
  - Education beyond high school, including any specialized certification; Include institution, location, major/minor, degree/certification, and date awarded
  - Current and previous employment, beginning with the most recent; Include organization, location, position titles, and dates
  - Significant examples of professional development and leadership
  - Honors, awards, major accomplishments, special contributions and experiences
  - Community and college service and involvement
  - Record of outstanding teaching/job performance

## ENDOWED TEACHING CHAIR PROJECT OUTCOMES

<b>Project Details</b>	<b>Tasks</b>	<b>Evaluation Methods</b>	<b>Timeline</b>	<b>Sustainability beyond 3 years</b>
Year 1				
Year 2				
Year 3				

## **ENDOWED TEACHING CHAIR PROPOSAL BUDGET**

**\$4,000 per year can be used to implement the proposed plan.**

**\*\*\*Please discuss the budget with your dean/supervisor.**

<b>Budget Item (Salaries/Equipment/ Expenses)</b>	<b>Cost (List amount and source of figures)</b>	<b>Justification</b>
Year 1		
Year 2		
Year 3		



The rating form below is used by the Endowed Teaching Chair Selection Committee and is included for your information so you will be aware of the criteria upon which your application will be judged.

For questions, please contact: Brianne Hutchinson, Donor Relations  
Indian River State College Foundation, Inc.  
Phone: 772-462-7856 e-mail: bhutchin@irsc.edu  
<http://www.irscfoundation.org>

### **ENDOWED TEACHING CHAIR RATING FORM**

<b>Selection Criteria</b>
Project problem or need <b>(Up to 5 points)</b>
Relation of the proposed project to the college mission <b>(Up to 5 points)</b>
Relation of the proposed project to the department/division planning objectives <b>(Up to 5 points)</b>
Identification of the population to be served <b>(Up to 10 points)</b>
Potential of proposed project to improve instruction <b>(Up to 5 points)</b>
Potential of proposed project to improve professional development <b>(Up to 5 points)</b>
Overall benefit of proposed project to benefit IRSC, students, and the community <b>(Up to 5 points)</b>
Impact and collaboration <b>(Up to 10 points)</b>
Project details <b>(Up to 5 points)</b>
Project tasks <b>(Up to 5 points)</b>
Project evaluation methods <b>(Up to 5 points)</b>
Timeline for implementation, assessment and future goals <b>(Up to 10 points)</b>
Budget and sustainability justification <b>(Up to 15 points)</b>
Record of outstanding teaching/job performance <b>(Up to 10 points)</b>

**TOTAL: 100**

