



## Fact Sheet for 2018 Call for Proposals for the Competitive Teaching Fund

### Goals

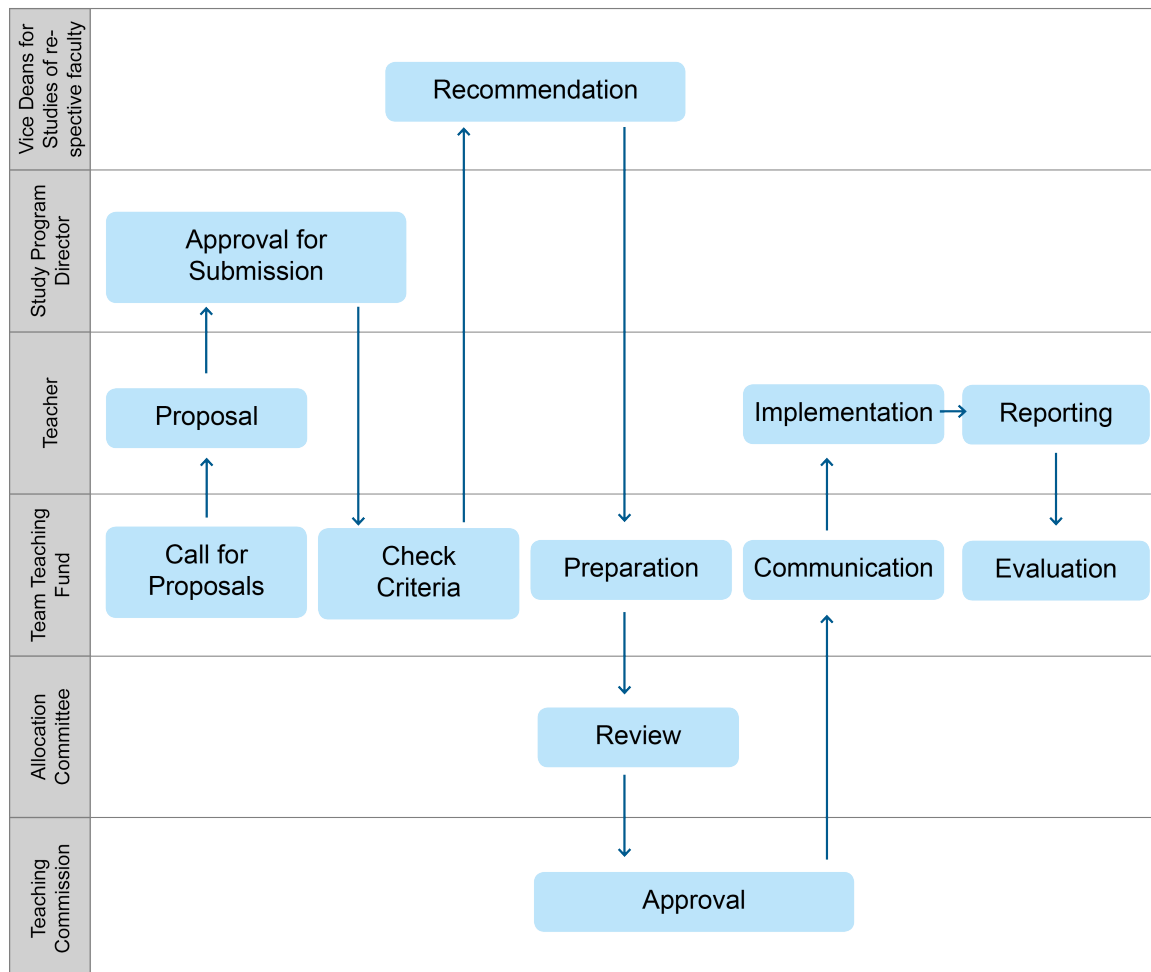
The awards are designed to fund teaching projects pursuing one of the following goals:

- Trying out new and innovative didactic concepts for courses and/or teaching methods.
- Innovative development and refinement of existing didactic concepts and courses/teaching methods.
- Developing new didactic and teaching materials that can be used long-term.
- Developing and refining existing didactic and teaching materials that can be used long-term.

### Key Dates

- Deadline for submitting proposals: **1 July 2018**
- Decision on approval of proposals and announcement: **Nov/Dec 2018**

### Allocation Procedure



- Proposals are submitted by UZH study program directors; meaning, instructors approach the study program directors responsible with their project ideas, and can thus be appointed to head the project. Students are also encouraged to present their ideas to an instructor with the aim of developing and



delivering a project together.

- Once submitted, proposals will be reviewed in line with the following criteria: formal criteria (including finances), content-related criteria, and digital technologies (more details can be found in the “Award Criteria” section).
- Following this review, a summary of the proposal will be sent to the Vice Dean of Studies of the corresponding faculty with a request for recommendation.
- The allocation committee then reviews the project. Each project is reviewed by a representative of the student body and an instructor.
- Next, the allocation committee discusses all projects in light of the two reviews and issues a ranking.
- On this basis, the projects selected for possible funding are presented to the Teaching Commission. The Teaching Commission reaches a final decision on the projects receiving approval in November 2018.

## **How to Submit Proposals**

### **General Information**

- The application form can be accessed by logging into the online tool with an UZH short name.
- The application can only be filled out from one account.
- It is possible to save the form and edit it at a later point before submission.
- The person entering the proposal does not have to be the project head or study program director. All the key contact people are entered on the form at the beginning.
- Before the final application is submitted to us, the study program director approves the application through an e-mail triggered by the system.
- Important hints on filling out the form can be found in the relevant field and via help buttons. Please note: The hints in grey disappear as soon as you type something in the field.

### **Application Form**

- The application form is divided into seven easy-to-navigate sections: contact information, faculty, basic principles, concept, funding, delivery, and further information. Please enter your entire proposal in the online form. The optional upload area is intended only for uploading supplementary matter (such as flyers, quotes/proposals, etc.).
- All the information that you require for submitting the proposal is included in the application.
- You can download information on the competitive Teaching Fund's goals and criteria on our homepage at [www.lehrkredit.uzh.ch](http://www.lehrkredit.uzh.ch).

## **Award Criteria**

The following award criteria are taken into account when proposals are reviewed:

### **1. Formal Criteria**

#### **Basics**

- The proposal is coherent and complete.
- The application can only be submitted by study program directors (see section “How to Submit Proposals”).
- The Vice Dean of Studies of the faculty in question approves the project for submission.
- Projects run for a maximum of four semesters.



## **Finances**

- The maximum funding granted to a single project is CHF 40,000.
- The funding to be awarded is used in a purposeful manner.
- The proposal includes comprehensive grounds that explain why it is necessary to apply for funds in addition to the funding available from the department or faculty.
- Human resources: It is possible to appoint UZH staff to Teaching Fund projects provided they only work part-time outside the Teaching Fund and the combined employment level does not exceed 100% FTE. Grounds for this additional staffing requirement must also be provided.
- Equipment: The amount spent on equipment must be appropriate and match the goals of the project.

## **2. Content Criteria**

### **Basics**

- Given that the Teaching Fund is a funding vehicle for teaching innovation, projects designed merely to develop or refine existing subject matter will not be funded.
- Not all the criteria have to be met.
- Prior to the decision on which projects are to be funded, a pre-selection is done on the basis of the allocation committee's overall appraisal. The decision on which projects are to be funded lies with the Teaching Commission.

### **Innovation**

- Projects that receive funding are those that try out and implement clearly recognizable, innovative didactic concepts in teaching, and thus constitute added value in terms of teaching.
- The didactic innovation delivered by the project must be described and explained comprehensively.
- In the case of courses, the learning objectives, learning activities, and assessments must be closely coordinated and presented coherently in the proposal.
- The project must be relevant to the subject.

### **Effectiveness**

- The goals of the project are evident and achievable.
- The results of the project are discussed and evaluated on a yearly basis.
- A possibility to impact other teaching methods and programs is made apparent.

### **Sustainability**

- It is possible to offer the teaching method again once start-up financing has come to an end, and provision is made for its continued application in regular teaching.
- The project promotes the development of the staff's teaching skills.
- The innovative spirit of the project is not tied to a specific instructor, but is supported by the entire department or faculty and propagated in teaching.

### **Quality of Design**

- The didactic concept can be transferred to other modules, programs, and faculties.
- The insights or some of the insights gained can be transferred within or beyond the faculty in question.
- Projects supported by the Teaching Fund can be made available to a broader audience (teaching activity is visible and transparent).



### **Student Involvement**

- Students are involved in conceiving, planning, and reflecting on the teaching project.
- The perspective of students is incorporated directly in the project.
- The project takes the heterogeneity of students into account.

### **In case of questions, please contact:**

Myriam Steinbrecher, Team Head Teaching Fund, 044 634 2424, [lehrkredit@uzh.ch](mailto:lehrkredit@uzh.ch)