



## **Fact Sheet for 2019 Call for Proposals for the Competitive Teaching Fund**

### **1. Goals**

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

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

### **2. Key Dates**

- a. Deadline for submitting proposals: **1 July 2019**
- b. Decision on approval of proposals and announcement: **Nov/Dec 2019**
- c. Earliest date of project start and funding timeframe: **01.01.2020**

### **3. Allocation Procedure**

- a. All teachers at UZH are welcome to enter a proposal with their project ideas. For final submission, confirmation from the corresponding study program director is needed, who has the formal right to apply for project funding.
- b. Students are also encouraged to present their ideas to an instructor with the aim of developing and entering a project together.
- c. 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).
- d. 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.
- e. The allocation committee then reviews the project. Each project is reviewed by one representative of the student body and one of the teaching body.
- f. Next, the allocation committee discusses all projects in light of the two reviews and issues a ranking.
- g. 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 by the end of November.

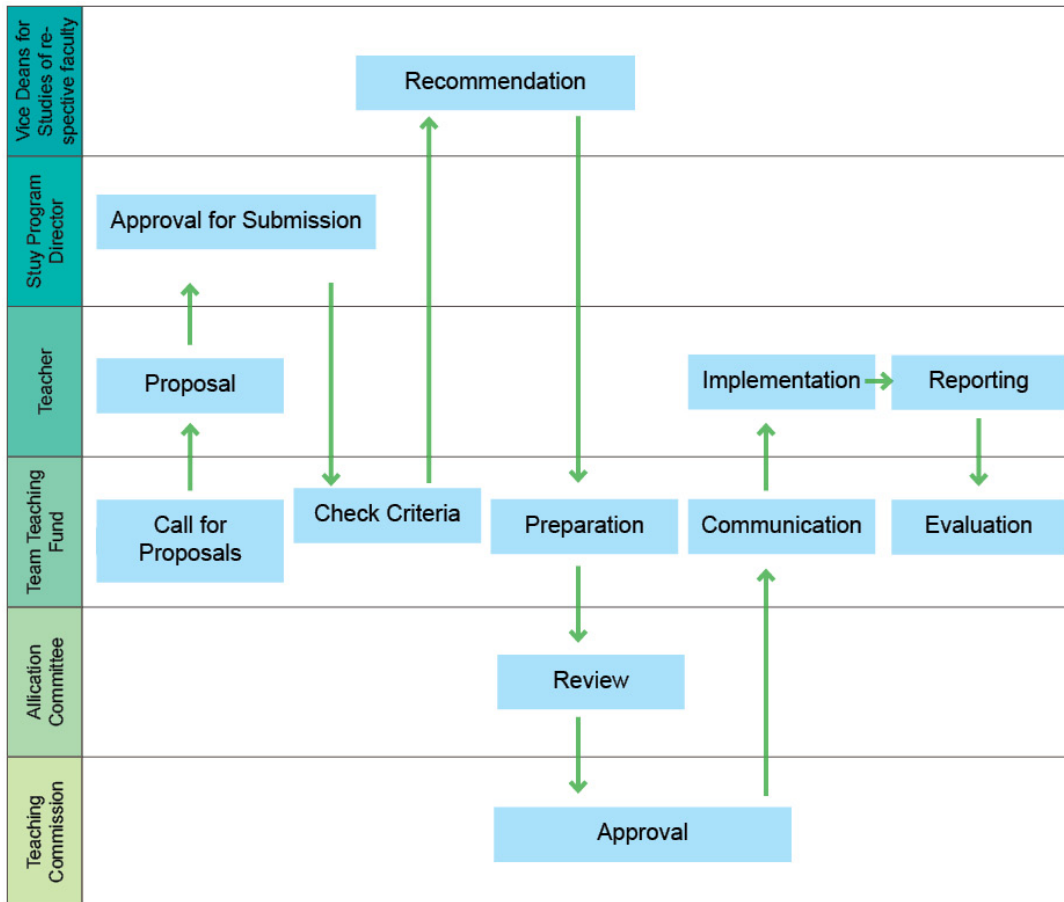
### **4. How to Submit Proposals**

- a. The application form can be accessed by logging into the online tool with an UZH short name (<https://lehrkredit.uzh.ch>).
- b. The application can only be filled out from one account.
- c. It is possible to save the form and edit it at a later point before submission.
- d. The person entering the proposal does not have to be the project leader or study program director. All the key contact people are entered in the form at the beginning.
- e. Before the final application is submitted to us, the study program director approves the application through an e-mail triggered by the system.
- f. 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.).

- g. 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.



## 5. Award Criteria

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

### Formal Criteria

#### Basics

- The proposal is coherent and complete.
- While all UZH teachers can enter a proposal, final approval for submission can only be granted by study program directors (see section “How to Submit Proposals”).
- The Vice Dean of Studies of the faculty in question additionally approves the project for submission.
- Projects run for a maximum of **four semesters**.

#### Finances

- The maximum funding that can be 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.

## **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.

### **Innovation**

- The proposal describes and explains comprehensively, how the project aims to implement innovative didactic concepts in teaching and add value to overall teaching.
- 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 of study.

### **Effectiveness**

- The goals of the project are evident and achievable.
- The results of the project are discussed and evaluated on a yearly basis.

### **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 evaluation of the teaching project.
- The perspective of students is incorporated directly into the project.
- The project takes the heterogeneity of students into account.

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

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