FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA
Akademie für
Lehrentwicklung

Innovation in Teaching

Call for proposals of the Academy for Teaching Development (ALe) at Friedrich Schiller University Jena

Preamble

The ALe supports the commitment of teachers who are committed to the high quality of university teaching. The principles of good (digital) teaching at the University of Jena form the basis for teaching projects to be funded. The funding decisions also take into account strategic and current challenges in teaching, such as digitization, democracy building, internationalization, interdisciplinarity, sustainability, and inclusion.

1. Objectives

The ALe promotes teaching staff who strive for the high quality of academy teaching. The funding line *Innovation in Teaching* is intended to provide impulses for the conceptualization and implementation of projects which contribute to a sustainable and exemplary development of the teaching at Friedrich Schiller University Jena in an innovative way.

Projects to be funded are those intending:

- to carry out an innovative teaching concept for the first time;
- to expand successfully implemented department-specific teaching concepts to other departments;
- to integrate successfully tested innovative teaching concepts into the curriculum in the long term;

2. Requirements

In the present funding line, individual projects may be funded with up to 15,000 euros each. The funding will be provided for up to two semesters, generally beginning in the winter semester following the submission of the proposal.

The funds granted may be used for the following expenses[1]:

- fixed-term increase of working hours for a teaching associate (based on the collective agreement TV-L) to carry out the teaching project;
- fixed-term employment of graduate assistants and student assistants or tutors to support the teaching project;
- project-based material resources if they are indispensable for the implementation of the specific teaching project and are stated in the proposal accordingly;

[1]Hospitality and representation costs are expressly excluded from funding.

- costs for the documentation and publication of project-specific results, in particular regarding the influence of the innovative teaching project and the experiences gained in the project.

In order to spread the findings of the implemented teaching project, these must be published within the department or the University. This is also possible, e.g. by presenting it at the annual event DIES LEGENDI – Teaching Day.
Grant holders must provide a brief description of the project funded (maximum 1,000 characters) immediately after the grant approval. This project description will be published on the Academy's website. In addition, the grant holder is expected to provide a report (up to five pages) on the project funded within six weeks after the end of the project. The report should focus on benefits and, if applicable, on the measures which may follow after the end of the project within the subject/department/University.

If the project is granted funds, the grant holder shall provide the information that the project is funded by the ALe's funding line *Innovation in Teaching* to ensure the public visibility of the measure, e.g. in materials relating to the project and in the context of public appearances.

3. Procedure and selection criteria

Upon receipt of the application documents in due time (see information under no. 4 Application), the panel of experts of the ALe will generally make a selection decision on the applications to be funded within eight weeks after the end of the application period.

The criteria, which are taken into account when assessing the proposals, are based on the objectives of the funding line:

Innovation	The project to be funded must be innovative. This may relate to the further development of established teaching forms and to the testing of new teaching concepts. Last but not least, this also implies putting a new emphasis on the teaching.
Sustainability	Firstly, the project may have an experimental character. Provided the experiment is successful, the sustainability of the teaching innovation should, however, be given. Sustainability may be achieved, for instance, by providing a stable financial concept for continuing the project, by changes within the study programme, or by developing re-usable teaching formats or long-term usable teaching materials.
Transferability	After the project phase/test phase, it should be possible to transfer the project to a bigger or other participating groups, or to other departments. Furthermore, the project should enable to advance the teaching at the department or beyond.

4. Application

All full-time members of the teaching staff at the University / University Hospital are eligible to apply.

The funding provided by the Academy for Teaching Development cannot be combined with other projects.

A project draft not exceeding five pages is to be submitted, which must contain the following information:

1. Short summary of the project (max. 1,000 characters)
2. Description of the initial stage focusing on these aspects:
    - What prompted you to start the teaching innovation planned?
    - What concrete problems should be tackled?
    - To what extent do the problems represent a central problem in teaching within the respective subject or department?
3. Objectives of the teaching innovation planned
4. Key points and milestones of the project
5. Measures for ensuring continuity/sustainability
6. Information on time frame and budget planning (total time and budget)

The following documents must also be enclosed:

1. Application form including confirmation from the faculty management regarding support for the project (available for download at Funding of the ALe (uni-jena.de))
2. CV(s) of the applicant(s)
3. Budget plan (calculation aid available for download at Funding of the ALe (uni-jena.de))

Applications, including all supporting documents in PDF format, must be submitted electronically **exclusively through the faculty deans in accordance with official channels (after consulting direct superior)**. The deadline for submission of application documents by the faculties to the ALe (ale@uni-jena.de) is 15 March. For information on **the faculties' deadlines**, please see Funding of the ALe (uni-jena.de).

The guidelines for the allocation of funds of the Academy for Teaching Development and other university regulations on the management of funds at the University of Jena apply to the entire process.