

Maryland Higher Education Commission

DEVELOPMENTAL MATH FACULTY FELLOWS PROGRAM APPLICATION INSTRUCTIONS

Program Purpose:

The purpose of this program is to maintain an experienced cadre of Maryland faculty members with expertise in developmental math course redesign methods. The role of a faculty fellow is to support and coach other faculty in the redesign of developmental math courses; to serve as mentors in guiding colleagues in the planning, testing, implementing, and evaluating of course redesign efforts; and to plan and facilitate professional development opportunities for other developmental math faculty from across Maryland.

Eligibility:

Faculty from institutions that participated in the Maryland Higher Education Commission (MHEC) *Developmental Math Course Redesign Project* are invited to apply to serve as Developmental Math Faculty Fellows. Fellows will support institutions in continuing their implementation efforts in developmental math course redesign by planning and facilitating professional development workshops for colleagues, as well as providing direct consultation to institutions. Applicants must demonstrate prior experience in both redesigning and teaching developmental math courses.

Math faculty members and instructors from the following eligible institutions may apply:

Anne Arundel Community College	Garrett College
Baltimore City Community College	Hagerstown Community College
Cecil College	Harford Community College
Chesapeake College	Howard Community College
College of Southern Maryland	Morgan State University
Community College of Baltimore County	Prince George's Community College
Coppin State University	Wor-Wic Community College

Award Amount: Fellows will receive an award of \$3,000, for a six-month appointment period between July 1, 2014 and December 31, 2014. A total of four faculty fellows will be selected.

Application Due: No later than May 30, 2014 by 5:00 p.m.

Submit electronic copy of the completed application to Jennifer Frank at jfrank@mhec.state.md.us no later than May 30, 2014, at 5:00 p.m. Please put "Faculty Fellow Application" in the email subject line. A hard copy with original signatures should be mailed to MHEC, postmarked no later than May 30, 2014, to the attention of:

Jennifer Frank
Assistant Secretary
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201

Application Process:

Interested faculty and instructors must complete the attached application form and return by the stated deadline (May 30, 2014 at 5:00 p.m. via email, and hard copy postmarked no later than May 30, 2014). The application must be approved and signed by the applicant's Department Head and Chief Academic Officer.

Fellow Roles and Responsibilities:

Developmental Math Faculty Fellows will be asked to take on the following roles and responsibilities during the program period (July 1, 2014 to December 31, 2014):

- Serve as a mentor and liaison for 3-4 institutions that participated in the original Complete College America (CCA) funded Developmental Math Course Redesign Project.
- Plan and facilitate (as a group) two workshops or other professional development opportunities for developmental math faculty statewide during the program period (July 1, 2014 to December 31, 2014), on topics to be determined by the fellows.
- Assist MHEC staff in preparing a legislative report detailing the outcomes and benefits of sustaining developmental math course redesign in Maryland.
- Participate in monthly check-in conference calls with staff at MHEC.

Awarding Process:

Fellow applications will be reviewed by at least two qualified reviewers. **Notice of selection will be emailed to applicants by midnight on June 13, 2014.**

Stipend funds will be sent to the institution at the beginning of the program period on behalf of the fellow. Institutions will then use their own internal payroll procedures for administering the funds. It is expected, however, that institutions make the funds available as soon as reasonably possible. If the fellow leaves employment at the institution prior to completion of the program, any remaining funds will revert to MHEC. Funds are non-transferrable to other faculty members or instructors at the institution.

Funds may not be used to supplant any portion of the fellow's salary or other compensation unless he or she wishes to apply funds to course release time.

Reporting Requirements:

Upon completion of their service, fellows are required to submit a brief report, no later than January 9, 2015, via email to Jennifer Frank at jfrank@mhec.state.md.us. The report should be between one and two pages in length and include: 1) general reflections on the fellow's experience, 2) a summary of activities initiated by the fellow, and 3) a description of how the fellow's activities impacted or are expected to impact the sustainability of developmental math course redesign in Maryland.

Acknowledgements:

Awardees should provide an acknowledgement of the Maryland Higher Education Commission and Complete College America in any publication of materials based on or developed under this project, to include media announcements and public information pertaining to activities funded by this grant. At such time as any article resulting from work under this grant is published in a professional journal or publication, two reprints of the publication should be sent to MHEC's Office of Outreach and Grants Management, clearly labeled with appropriate identifying information.

Maryland Higher Education Commission
DEVELOPMENTAL MATH FACULTY FELLOWS
PROGRAM APPLICATION

Date:

Institution:

Applicant Name and Title:

Institution Grants Office Contact (name/email address):

1. Interest in Math Faculty Fellows Program (500 words or less)

Briefly describe why you are interested in serving as a Math Faculty Fellow. What specific ideas do you have for ways in which the Math Faculty Fellows can support developmental math colleagues statewide?

2. Developmental Math Redesign Experience

Briefly describe your relevant background experience in developmental math course redesign.

Please list all of the developmental math courses and number of sections you have taught during the current and last academic year, and the estimated number of students. Indicate which, if any, of the courses taught have been redesigned.

3. Other Qualifications

Please attach current resume or curriculum vitae.

Please sign below to indicate support for this applicant.

Print name and title of Dean, Director, or Department Head, as applicable

Signature of Dean, Director, or Department Head

Print name and title of Chief Academic Officer

Signature of Chief Academic Officer