

## **XVII. J.E.A. Crake Teaching Development Award**

The J.E.A. Crake Foundation, established by the late J.E.A. Crake, Josiah Wood Professor of Classics and Head of the Classics Department from 1946 to 1976, offers the J.E.A. Crake Teaching Development Award which is intended to support attendance of faculty, librarians and instructors at conferences held by organizations dedicated to the enhancement of teaching and learning at the University level.

### **Terms and conditions**

1. The Award is open to all members of faculty, librarians and instructors on continuing appointment (including part-time continuing appointment) who teach an academic course.
2. Priority will be given to those in the early stages of their teaching career.
3. Eligible expenses are those allowed by the university for attendance at conferences (travel, accommodation, meals, conference fees).

### **Procedures**

1. The Provost will advertise the award and call for applications, chair the ad hoc J.E.A. Crake Teaching Development Awards Committee and inform applicants of the results. The selection Committee will consist of the Provost as Chair (ex officio, non-voting), the director of the PCTC (ex officio, non-voting) and one voting member from each of the three faculties selected by the Senate Committee on Committees.
2. Applications will include a complete budget indicating other sources of funding applied for and received, and a short (one page maximum) statement of objectives in attending the conference.
3. Proposals will be called for by March 1, and awards announced by April 1.
4. Award holders will be sent a copy of the biographical information available at [jeacrakefoundation.org/jea-crake-bio](http://jeacrakefoundation.org/jea-crake-bio).

5. All awards will be expended by award holders within 12 months of the grant — that is, by April 30 of the fiscal year following the deposit of the grant to the University on May 1.
6. Award holders will submit a short (one page) report on the experience to the Provost, at a date set by the Provost, which will be no later than April 30 of the fiscal year following the announcement of the award.
7. The Provost will, by May 31 of each academic year in which the award is funded, provide the Foundation with the following:
  - 7.1. A short (one page maximum) report by each award holder on the conference attended.
  - 7.2. A report to the Foundation from the Selection Committee indicating the number of applicants, and a reflection on the successes and limitations of the project.
  - 7.3. A statement from the Controller indicating that the funds were spent in accordance with the terms and conditions stated, and the status of the account as of May 1.

Any funds remaining in the account will be used at the discretion of the Foundation.

Total available for the 2018–2019 academic year: \$6000.

[February 2018]