

College of Business and Economics  
China America Business and Education Center

**Faculty Teaching Improvement Grants**

To help CBE achieve its values on excellence in teaching, the China America Business and Education Center (CABEC) will provide a limited number of faculty teaching improvement grants.

**CABEC TEACHING IMPROVEMENT GRANTS GUIDELINES:**

1. The maximum for each grant is \$2,000.
2. Teaching improvement activities include, but are not limited to, the following:
  - Attend a course offered by other universities/institutions to learn cutting edge development in one's field.
  - Take a course offered by professional organizations (e.g. AICPA) to learn the cutting-edge industry practice and learn current developments in the business world.
  - Take a continuing education course/workshop offered by professional associations such as American Accounting Association, American Economic Association, American Marketing Association, Academy of Management, Decision Sciences Institute, Financial Management Association, Institute for Operations Research and the Management Sciences and etc.
  - Take a course to learn a new topic/ subject which the faculty wants to develop.
  - Other online or in person courses/workshops to enhance teaching.
3. Faculty can apply at anytime during the academic year, subject to the availability of funds.
4. Preference will be given to faculty who did not receive any CABEC grant in the last 12 month period.
5. Teaching improvement grants will be awarded equitably among the four CBE departments each year as determined by the advisory board.

**ELIGIBILITY**

All full-time, CBE tenure-track faculty members (tenured and probationary), who have a full-time CBE assignment are eligible to apply.

**TEACHING IMPROVEMENT GRANT APPLICATION REQUIREMENTS:**

1. Applications must not exceed 5 pages and must document the following information:
  - a. Description and purpose of the teaching improvement activity
  - b. Courses currently teaching or description of a new course to be developed
  - c. Benefits to CBE and proposed measures to evaluate the benefits
  - d. Funds requested and detailed budget with supporting documentation
  - e. Time table showing time-line of teaching improvement activities
  - f. Current curriculum vitae

2. Submit the proposal to CABEC Director, Dr. Nancy Mangold at [nancy.mangold@csueastbay.edu](mailto:nancy.mangold@csueastbay.edu).
3. All recipients of grant funds are required to provide a final report to CABEC stating the completion of the activities and the benefits received within one month of completing the teaching improvement activity or after the training or conferences is completed. Exceptions must be approved by the director. Faculty who fail to submit such reports will not be considered for any CABEC grants in the future.
4. CABEC advisory board members that include the director and one representative from each department will review the proposal and determine whether the proposal will be funded and the amount of funding. Faculty will be notified of the decision after the advisory board completes its review, normally one month after the submission.

**CABEC TEACHING IMPROVEMENT SUPPORT IS SUBJECT TO CABEC FUNDING AVAILABILITY.**

Note: It is anticipated that this program will be continued each year, contingent upon funding availability and advisory board policy decisions.

The above policy may be revised based on CABEC Advisory Board decisions.