

# Burlington Northern Curriculum Development

**Description:** An endowment created by the Burlington Northern Company provides funds to assist faculty with curriculum development. These funds recognize that changes in disciplines and in student interests frequently necessitate development of new courses or new approaches to course materials. Requested funds might provide summer stipends (normally at a rate of \$500 per week of full-time work), and funds for modest travel or needed materials. Burlington Northern does not pay for release time.

**Eligibility:** These funds are available to all full-time faculty members. Preference is given to proposals involving team-taught or other inter-disciplinary courses, courses that are likely to enhance particularly the effectiveness of the core curriculum, or other kinds of innovative courses. These funds are not intended to be used for customary revisions of existing courses, preparation to teach an existing course, or normal development of a course in a faculty member's primary discipline. Such revisions are a part of the usual teaching duties and reflect the ongoing changes which occur routinely in any discipline. Please see policy statement and documentation required for university support of travel outside the United States.

**Application:** A detailed proposal should be submitted to the associate dean (who will forward the application to the dean of the university), via the department chair.

The proposal should outline in detail the course to be developed and its place in the context of major changes in the discipline. A timetable for completion of the project and a budget for fund expenditure also should be included.

In forwarding the proposal, the chair should address the significance of the proposal to the academic program at both the department and university levels. The forwarding letter also should assess the likelihood of attainment of the proposal's goals.

If applicable, please include the appropriate [Foreign Travel Waiver](#) documentation.

**Deadline:** Proposals may be submitted at any time, with the special provision that proposals for summer work must be submitted by April 1 of the year in which the work is to be done.

**Reporting:** Upon completion of the project a report, including a copy of the new or revised course syllabus, shall be submitted. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

A final report on all financial expenditures shall accompany the course syllabus.