




DATE: September 2, 2009

TO: Deans, Department Chairs and Academic Program Directors, and all Faculty and Academic Staff

FROM: Paul M. DeLuca, Jr., Provost 

RE: MIU Proposal Guidelines

This is a follow-up to the call for proposals for the Madison Initiative for Undergraduates (MIU), sent by Chancellor Biddy Martin and me on July 31, 2009. It is intended to provide further detail regarding the MIU proposal submission process.

We wish to elicit the broadest possible and most creative ideas that address the MIU goals and align with the university's strategic framework: 1) Preserve affordability of a UW-Madison education, primarily through expansion of need-based aid; 2) Generate faculty and instructional support, including hiring, to offer the courses, majors and experiences students need; 3) Expand best practices and innovation in teaching and learning, curricular design, and student services in order to enhance student outcomes. The specifics regarding the MIU, including annual dollar amounts that will be available, can be found in the MIU Executive Summary submitted to the Board of Regents last spring <http://madisoninitiative.wisc.edu/wp-content/uploads/2009/05/mi.pdf>.

This initiative is an opportunity to improve, and transform, the educational experience for undergraduates. We are particularly interested in encouraging "out of the box" thinking that cuts across disciplinary boundaries. Finally, campus strategic priorities will frame selection decisions.

We will have a two-phase process to receive proposals. Phase 1 will focus on goals 2 and 3 from above *for projects that will begin this academic year*, including hiring initiatives with recruitments that must begin in 2009-10. Phase 2 will focus on these same goals but without the constraints of the short implementation timeline. Below are the instructions for proposal submission.

a. Proposals Guidelines and Instructions:

- Within the MIU goals 2 and 3 as stated above, identify the problem that your proposal will address in terms of *undergraduate* education, instructional quality and innovation, and access, and how the proposed hires/innovation/activities/effort will significantly impact this problem.
- Describe how progress is to be measured, demonstrated, and reported; that is, provide metrics and timelines to evaluate project success.
- For proposals that request new hires:
 - Describe how they will significantly impact student access and the ability of departments to allow their faculty to teach undergraduates.
 - Describe the proactive steps that will be used to identify and recruit a diverse pool of candidates.
- Identify cross-college partnerships and/or campus collaborators needed to ensure success (between schools and colleges, with other major units, such as libraries, Dean of Students offices,

IT, Housing, Enrollment Management, the Union, etc.).

- Include a detailed budget and budget narrative, identifying infrastructure needs/cost, such as physical space and facilities, technology, other academic support services, etc.
- Special attention will be given to proposals that encourage cross-disciplinary, interdisciplinary, and emerging disciplinary efforts.
- Some areas for curricular and student service innovation were identified through last spring's MIU campaign, and we wish to encourage proposals that address these areas:
 - Academic and career advising, inclusive of pre-professional advising
 - Use of technology and best-practice enhancements to introductory/gateway courses
 - Expanding and coordinating undergraduate research opportunities
 - Expanding and improving our ability to enhance student learning through high impact practices; such as First-year Interest Groups (FIGs), residential learning communities, peer mentor opportunities and student leadership, and service learning
 - Expanding and improving our ability to offer capstones, internships, and senior theses
 - Improving biology education, particularly introductory biology.

Special note to Deans: Schools and Colleges have already worked hard to identify their bottlenecks and high demand areas. Deans are encouraged to submit proposals that directly address those needs. Deans will need to develop their own timelines and procedures that will enable them to forward to the Provost only those proposals that they fully support.

b. Proposal Length: Proposals should not exceed 10 single-spaced pages (12 point font), including budget and budget narrative. Brevity is appreciated.

c. Proposal Submission Process and Deadlines: Proposals should be submitted by the appropriate dean's office or the director of a major campus unit. Proposals involving more than one school, college, or unit should submit jointly. After review by the appropriate dean(s), proposals should be forwarded electronically to Provost Paul DeLuca at provost@provost.wisc.edu.

Phase 1 Proposals

Deadline for submission to Provost: **October 1, 2009.**

Proposals in Phase 1 need to begin this academic year.

Phase 2 Proposals

Deadline for submission to Provost: **November 15, 2009.**

Proposals in Phase 2 will focus on initiatives, regardless of their time frame.

Questions regarding the development of proposals may be addressed to provost@provost.wisc.edu.

c: Chancellor Martin
MIU Oversight Committee
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Tim Norris
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