

Frequently Asked Questions about the Multicultural Curriculum Transformation Institute

1. **Who is eligible to apply to participate in the institute and receive the \$1,000 award?**
Tenured or tenured-track faculty, instructors, and SPS staff with teaching duties are eligible to apply, provided that they have not previously participated in NIU's multicultural curriculum transformation institute and are not planning to retire during the academic year following the institute. Individuals on twelve-month contracts are ineligible for the \$1,000 award, though they are welcome to apply for and participate in the institute.
2. **Are tenured or tenure track faculty members who receive 3-month summer support from a research grant in addition to a 9-month regular academic contract eligible for the \$1,000 award?**
Yes, if they have not previously received the award.
3. **Can I apply to participate in the institute even though I may not teach the transformed the course until next spring?**
Yes, faculty, instructors, and staff proposing to develop a new course or to transform an existing course for the fall or spring semesters of the academic year following the institute are eligible to apply.
4. **How many applicants are selected to participate in the institute each year?**
Approximately 15 to 20 applicants are selected to participate in the institute each year.
5. **How will the \$1,000 award be distributed?**
\$500 will be distributed (by addition to the participant's paycheck) during the summer after the participant attends the full institute. Another \$500 will be awarded after the participant submits a written report and gives a project presentation during the fall semester after the institute.
6. **What is expected of institute participants?**
An open mind to discuss the issues covered during the institute, time to read the materials assigned, willingness to attend all the sessions, a commitment to transform the chosen course(s). Participants must also submit a written report and give a presentation during the fall semester following the institute.
7. **What is the institute schedule like (days, hours, etc.)?**
The institute runs for five days from approximately 9 am to 4 p.m. Participants can check the program schedule for the institute for the exact time each day.
8. **Will I able to use my computer or have access to email during the institute?**
You may be able to use your laptop to take notes, but there will not be any connections to the internet or email access for participants in the rooms where institute sessions will be held. If you have any special needs such as sign language interpreters, we recommend that you so indicate in your institute application.
9. **If institute arrangements include refreshments, can I request special meals due to my dietary restrictions?**
A continental breakfast with some options will be offered in the morning. Lunch will be arranged in the Blackhawk Cafeteria, or by catering. Once again, options

will be available. If you have special dietary requirements that cannot be accommodated by us, please feel free to bring your own meals or refreshments.

10. **Can I choose to attend some sessions of the institute which I am interested in and skip the rest due to other commitments or interests?**

INSTITUTE PARTICIPANTS WHO HAVE BEEN SELECTED TO RECEIVE THE \$1,000 AWARD ARE REQUIRED TO ATTEND ALL SESSIONS OF THE INSTITUTE. Their presence helps develop peer support, especially in small group discussions and syllabi critique sessions.

11. **Is a tenure-track faculty member joining NIU during the summer or fall of a calendar year eligible to participate in the institute that May?**

Yes, providing the hiring process has been completed and the faculty member has accepted NIU's offer before the institute application deadline

12. **When will the final presentation be scheduled?**

The dates for final presentations will be announced shortly after school begins in August. Every effort will be made to accommodate the teaching schedules of participants. The final presentations are usually scheduled for October.

13. **If I'm a participant, will I receive the readings in advance?**

We have enrolled you in a Blackboard site dedicated to the institute, and many of the readings will be posted on the site by the end of April. Readings that cannot be posted to Blackboard will be available during the institute.

14. **Will my application for the institute be considered even if I cannot obtain a letter of support from my department chair?**

If you cannot obtain a letter of support from your department chair, your application will not be considered. The letter of support is essential to indicate that your department chair and the department are willing to schedule the transformed course within the two years following the institute.

15. **If I am unable to participate in the institute, are there other ways I can be involved?**

Many of the institute sessions are free and open to the public. A list of these open sessions will be posted to our website and published in Northern Today about a month before the institute. In addition, everyone is welcome to attend the fall presentations.

16. **How long will the Blackboard site for the institute in which I participate be available?**

The Blackboard site will be available until December 1 of that calendar year.