

**Office of Community Engagement
University of Northern Iowa**

Engaged Department Institute

Complete and submit the application (including the Assessment Rubric for Institutionalizing Community Engagement via Qualtrics survey) by 5:00 PM, Friday, April 11, 2025 to Dr. Julianne Gassman at gassman@uni.edu. Please direct questions to Dr. Julianne Gassman at 319-273-2204 or via email.

Forming a Community Engaged Team

Faculty/instructors from a department/academic program/major/unit will form a Community Engaged Team to lead this effort. A team will be comprised of a minimum of 2 faculty/staff; no more than 4 faculty/staff from the same department/program/unit.

Prior to EDI – All department/program/unit/program faculty/staff meet to discuss [*Assessment Rubric for Institutionalizing Community Engagement in Higher Education*](#). Note, while only 2-4 faculty/staff will participate in the EDI, the entire department/program/unit should agree that embedding engaged learning throughout a program is important and a goal for all faculty/staff in that department/program/unit. The Community Engaged Team representing the department/program/unit commits to attending:

- o May 27-28 – Engaged Department Institute;
 - 8:30 - 4:00 both days.
- o Fall 2025 – Meeting for UNI team and community partners to continue planning
- o Spring 2026 – Meeting for UNI team and community partners to assess and continue planning

Compensation

Faculty stipends (\$500 per person)

Community partner stipends (\$250 per organization)

Selection

Participation in the EDI is limited. Department/programs/units that want teams of 5 or more will be consulted by the planning team. Departmental support for additional team members will be considered.

The EDI planning team will schedule a 30 minute meeting with each applicant through the primary contact to discuss the application, goals, and possible community partners to invite to participate in the EDI.

Department/Program/Unit:	College
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Primary Contact:	PHONE:
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EMAIL:

Note: this application should be reviewed by the teams department chair and/or supervisor and indicates their support by providing their name on the line below (signature or typed).

Name of Department Chair/supervisor supporting this application:

Application: Project Narrative

Please address the following items (please include headings; bullet points are acceptable):

1. Describe the department/program/unit's interest in, and experience with service-learning, community based research, and/or co-curricular activities. Why are you interested in participating in the EDI?

Application: Project Narrative Continued

2. List the 2-4 faculty/staff members who will participate in the EDI. Include their title, role(s).

3. List any **current** community partners. This can include those you have worked with in recent past and current projects and/or ongoing relationships.

4. Are there any community partners of which you don't have a relationship, that you're interested in connecting with?

5. Of the lists you provided in #3 and #4, **which community partner is most important to you** and would be most beneficial to join you for the EDI on May 28th?

Note: The [Assessment for Institutionalizing Community Engagement](#) must also be submitted via Qualtrics for your application to be complete.