

PROCEDURES GOVERNING FACULTY DEVELOPMENT GRANTS

Overview

Faculty development grants are awarded twice each year to support professional research and development. In response to a request from the provost, full-time faculty and professional librarians may submit a grant application to receive money in support of a variety of professional activities including improvement of teaching and classroom materials, professional research, creation, scholarship, and professional travel. The on-line application is accessed through SMARTNet. The general information contained here serves as a guideline for faculty to consider in applying for faculty development grants. The second round of awards made in the fall term primarily accommodate newly appointed faculty and faculty not awarded funds in the first round.

Project Proposal Guidelines

Eligibility

All faculty occupying full-time lines and professional librarians are eligible to receive faculty development money. Faculty on visiting appointments, part-time faculty, and staff with instructional responsibilities may also submit grant proposals, but these proposals will be assigned a lower priority than other proposals.

Tenure-track Faculty. The College is especially cognizant of the need to support tenure-track faculty in their efforts to start and develop their professional life in preparation for their tenure decisions. Requested items must conform to the general and specific priorities established by the senate and awards committee, respectively, as outlined below.

Priorities for awarding funds

A. Funding streams of three big categories are of **equally high priority** for faculty development.

- 1) Conference attendance
- 2) Research/Creativity/Scholarship
- 3) Teaching and classroom materials

B. Priorities for awarding funds for **conference attendance**

- 1) To present one's work at a conference
- 2) To respond to an invitation to moderate, respond or present at a conference
- 3) To participate in activities related to one's society governance at a meeting of that society
- 4) To attend a meeting to collaborate on research during the meeting time
- 5) To attend a professional meeting

Priorities for funding within this category:

- a. Transportation to the site
- b. Meeting fees or registration fees
- c. Hotel lodging/accommodation
- d. Per diem
- e. In and around travel

C. Priorities for awarding funds for **research/creativity/scholarship**

Faculty who are engaged in long-term, ongoing research/creativity/scholarship in the same field of endeavor are encouraged to seek faculty development funds to explore new avenues that can lead to external funding to support their

activities. If faculty members have received multiple years of faculty development support for the same activities, the committee will recommend that outside funding be sought to support further research.

There are two **equal** categories within the research/creativity/scholarship category

1. Travel
2. Materials and research/creativity/scholarship support

Priorities for awarding funds for **travel to conduct research/performance/scholarship**

1. Transportation to the site
2. Lodging- this priority may not apply for long-term research stay (exceeding 2 weeks)
3. Costs associated with research at the site - fees for libraries, photocopying, etc.
4. Transportation in and around the site
5. Per diem (priority may not apply to long-term research stay)

Priorities for awarding funds **for materials and other support to conduct research/performance/scholarship**

1. Research supplies and materials
2. Pay for research assistants who conduct research
3. Pay for student assistants who photocopy, sort, catalog, etc.
4. Publishing assistance

D. Priorities for awarding funds for **teaching and classroom materials**

1. Program development – either at the department or College level
2. Development of a new course
3. Shift in curriculum or shift in focus for an individual
4. Redesign of an existing course – methods, focus
5. Refresh a course

E. Sabbaticals and leaves

Lower priority will be given to proposals for funds from faculty soliciting support for sabbaticals or leaves of one semester. For the period of a leave or sabbatical beyond one semester - no faculty development funds will be given.

Review of Priorities. At three-year intervals the awards committee will review the funding priorities and propose to the senate any changes it recommends.

The grant request should include the following:

- a. Report on Previous Three Year's Funding. A report on the previous three year's activities funded by faculty development grants should be included as a separate item at the beginning of the proposal. Additional funds will not be awarded if this is incomplete.
- b. Project Justification. Each project proposal should describe the project in sufficient detail that the awards committee can determine the nature and scope of the project. The proposal should include, where appropriate, a brief review of the relevant literature. The proposal should be written in a non-technical style understandable by persons outside of the field of expertise of the author.
- c. List of Needed Resources. The project proposal should list all resources needed for the project, including equipment and supplies, student labor costs, travel expenses, meeting registration fees, etc. Travel costs should be

listed by priority; separate hotel costs from food for example. The proposer must identify potential sources of support for each item. For instance, if the project requests travel money to a professional conference, then departmental travel money should be listed as a source to offset some of these expenses. Or, if a faculty member requests money to conduct research at the Library of Congress, then transportation costs should include the possible use of a State car.

As a final example, if a faculty member requests money to purchase a new piece of laboratory equipment, consideration should be given to support this purchase partially from departmental equipment funds.

d. Requested Budget. The project proposal must include a detailed budget listing the items necessary for the project that cannot be supported from other sources. The budget should include both the estimated cost and potential sources for the items. Budget items should be in separate categories. For example, lumping lodging and meals together is not sufficient. The committee will return proposals to faculty for clarification.

e. Proposal Length. Proposals should be long enough to explain fully the rationale for the project and to justify proposed expenditures, but not overly long. Proposals typically are three to seven pages in length, including budget pages.

Grant Review Process

a. Awards Committee. The awards committee shall be comprised of the associate provost as chair, four faculty members chosen by the provost in consultation with the faculty senate, the director of the library, and the president of the faculty senate.

b. Calls for Proposals. The committee will sponsor two selection processes each year. The large majority of the funds available will be awarded in the spring term each year. A second round of awards will be made in the fall term to accommodate primarily newly appointed faculty and faculty not awarded funds in the first round. At the fall meeting each year the awards committee will consider whether it wishes to advise the senate to set specific topical priorities for grants for the following academic year.

c. Making the Awards. After the deadline for proposals has passed, the provost shall announce a meeting time for the awards committee. The first-round meeting will take place in late March or early April, the second round meeting in late October or early November. Proposals should be made available to committee members at least one week in advance of the meeting. The provost's office should provide a summary list of applicants with the amount of grants awarded them the last three years.

d. Announcement of Awards. Once the awards have been made and approved by the provost and president, the associate provost shall inform each author of the disposition of his or her proposal. After the second round the provost will announce to the College community the award recipients, the types of projects that have been funded, and the amount.

e. Receipt of Funds. The funds awarded will be transferred to the appropriate building faculty development grant budget, and will be dispersed from that office. Faculty members who do not complete the authorization forms in time to process the funding during the year for which it was awarded will normally not receive the funds. Faculty members awarded grants who do not spend the funds awarded and do not notify the Office of the Provost in timely fashion, may have that taken into consideration in future applications.

f. Final Report. At the end of the fiscal year on June 30 the provost will request from each grant recipient an accounting of the expenditures of the project. A faculty development grant project summary should be provided on the next submission (see above) and should indicate the professional value of the work. For example, if the project included a performance or data from the project is to be presented or published, this should be noted in the summary.

No grants will be made to a faculty member until reports on all previous grants have been made to the provost in the next faculty development grant submission.

A variety of faculty and professional librarian projects have been supported from faculty development funds during the last several years. A summary of recent faculty development applications and awards is shown in the table below.

Summary of Previous Applications and Awards

	FY 2004 (2003-04)	FY 2005 (2004-05)	FY 2006 (2005-06)	FY 2007 (2006-07)	FY 2008 (2007-08)
Amount Awarded	\$79,541	\$74,719	\$78,254	\$82,186	\$92,655
Amount Requested	\$120,367	\$155,399	\$165,418	\$141,216	\$142,514
Percent of Requested \$ Funded	66%	48%	47%	58%	65%
No. of Proposals/Awards	60/65	60/55	56/49	64/57	53/52
Award Range	\$211-3,000	\$171-4,000	\$256-8,942	\$450-3,600	\$438-\$3,443
Average Award	\$1,446	\$1,557	\$1,597	\$1,442	\$1,748
Repeat Award from Previous Year	29	26	29	29	28