

Faculty development

1. Faculty travel grant

Each full-time tenure track faculty member is entitled to \$1000 for travel to do scholarly and creative work/research, and to participate in and attend conferences of their professional organizations. These funds are administered through the departments and department chairs approve travel for their faculty members. Prior to travel, faculty members should fill out the State of Maryland Individual Request for Travel (there is an in-state and an out-of-state travel form). Filling out this form provides a check that the funds are available for your travel. It is also a convenient way to let the Office associates and your department chair know of your travel plans.

2. Faculty development grants

a. 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 and scholarship, and professional travel. The general information contained here serves as a guideline for what faculty should 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.

b. Application procedures on SMARTNet

You may access the on-line application through your faculty SMARTNet, using the Development Grants link under MySmart. Click on the Development Grants link, then click on the New Request button and you will see the on-line application form. The deadline for submitting your application is stated in a letter to all faculty each semester.

Be sure the top portion of the on-line application form is filled out, including a one page summary format that will include:

- 1.) Title of the Proposal
- 2.) Name of proposer (and name any co-applicant)
- 3.) Department
- 4.) Pre-tenure or tenured status
- 5.) Proposal abstract- 150 words
- 6.) Amount requested
- 7.) Departmental travel funds/spent or available
- 8.) Other funds available
- 9.) Last 3 years of faculty development funds received
- 10.) Eligibility for grants (i.e. citizenship status)
- 11.) You can include one co-applicant from the drop-down menu next to your name.

The project proposal should be written as a Word document. When you are ready to submit your application, click on the Upload File button near the bottom of the form. This button will activate a pop-up screen that allows you to browse your files and find the document containing your proposal. Opening that document will load it into the browse space. Clicking on the upload button will add the file into the upload space. Click on the Add File to Application button, which attaches the document to your application. Once the document is attached to your application, you can click on the Submit button and your application will be complete. Once you have submitted your application you can go back and click the View Project button to see it, but you will not be able to make revisions in the application after it has been submitted, except by contacting Gail Dean.

c. Project proposal guidelines

1.) 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 also may submit grant proposals, but these proposals will be assigned a lower priority than other proposals.

2.) 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.

3.) Priorities for awarding funds

a.) Funding streams of three big categories of **equally high priority** for faculty development

Conference Attendance
Research
Teaching and classroom materials

b.) Priorities for awarding funds for **conference attendance**

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

Priorities for funding within this category-

- i. transportation to the site
- ii. meeting fees or registration fees
- iii. hotel lodging/accommodation
- iv. per diem
- v. in and around travel

c.) Priorities for awarding funds for **research**

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

There are two **equal** categories within the research category

Travel
Materials and research support

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

Transportation to the site
Lodging- priority may not apply for long-term research stay (exceeds 14 days)
Costs associated with research at the site- fees for libraries, photocopying, etc.
Transportation in and around the site
Per diem (priority may not apply to long-term research stay)

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

Research supplies and materials
Pay for research assistants who conduct research
Pay for student assistants who photocopy, sort, catalog, etc.
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 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 1 semester. For the period of a leave or sabbatical beyond one semester- no faculty development funds will normally be given.

f.) Review of Priorities.

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

d. Preparation of the proposal. Each proposal should include the following descriptions.

- 1.) Report on Previous Three Year's Funding. A brief 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.
- 2.) 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.
- 3.) 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. The proposer must identify potential sources of support for each item. For instance, if the project requests travel money to a professional conference, 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.
- 4.) 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. Please be as specific as possible to estimate costs associate for each activity proposed, taking care to address the funding priorities of travel, fees, materials, per diem, etc.
- 5.) 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.

e. Grant review process

- 1.) Awards Committee. The awards committee shall be comprised of the associate provost for academic affairs 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.
- 2.) 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.
- 3.) 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.

4.) **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.

5.) **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.

6.) **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 and a project summary. The summary should summarize the nature of the project and 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.

3. Paid Faculty Development Leave Program

a. Eligibility

1.) Pre-tenure faculty members are eligible for a one-semester leave at full pay after two years of service in a tenurable position at the College. The leaves for pre-tenure faculty are taken during the two-year period preceding the scheduled tenure decision. Faculty members who are granted and take a pre-tenure paid leave are eligible for their first paid leave six years from the date of the pre-tenure leave.

2.) Tenured faculty members are eligible for a paid leave (70% for a full year, or at full salary for a semester) after six years of service to the College since joining the faculty or after six years of service since their last paid leave.

b. Leave Application

Your application can be in any format as long as the information requested below is provided. Please sign and date your application.

1.) Date of requested leave. For tenured faculty, state whether you are applying for a year (at 70% pay) or a term (at full pay), indicating which semesters. Your choice of leave date and length of leave (one or two semesters) depends upon a variety of factors, including potential external funding. Changes in these factors may cause you to change your leave plans. Changes will be accommodated to the extent possible. Generally, plans will be considered final by April 1 of the spring semester preceding the academic year of the requested leave.

2.) An up-to-date cv Attach a current cv to the leave request.

3.) Paid leave history. Please indicate the dates of your previous paid leaves, and describe the purposes and results of each one. It is sufficient to provide a copy of the application and post-leave report associated with these leaves.

- 4.) Project description. Please describe the project and the purpose of the leave request in moderate detail (3 to 5 pages should suffice), and in language that someone outside your field can understand. A short bibliography of previous work central to your project is useful.
- 5.) Project results. Please state the expected results of the project and, to the extent possible, a schedule for completion and, where appropriate, publication. Examples of results include published articles, book chapters, books, or completion of a creative work or the development of a new area of expertise or the acquisition of new pedagogical skills or other significant curricular developments.
- 6.) Project significance. Explain why the proposed project is appropriate for your professional development at this time. Describe the impact of the completed project on the future course of your career. Explain how this project contributes to the goals and objectives of the College. Be as specific as possible.
- 7.) External funding for project. Identify external sources from which you have sought or are seeking support for your project. Describe the status of these funding requests.

c. Criteria for Reviewing Leave Requests.

The criteria for reviewing and approving faculty paid leave requests are:

- 1.) **Quality:** The clarity of the application's statement of methods and goals, and promise as a contribution to the development of the faculty member and to the College.
- 2.) **Feasibility:** The qualifications of the applicant for the project(s), and the likelihood of the completion of the goal(s) listed.
- 3.) **Significance:** The significance of the project to the applicant's career as a teacher and artist or scholar.
- 4.) **Leave History:** The timing and outcome of past development leaves.
- 5.) **Impact on department:** The ability of the applicant's department to accommodate the absence of the applicant without adverse consequence to the department schedule of course offerings; and
- 6.) **Other Funding applications:** Whether applications for external funding of proposed project have been submitted or obtained.

d. Selection Process and Schedule

- 1.) **Limits on Number of Leaves.** In any given year approximately one-seventh of the tenured or tenurable faculty members would be expected to be on faculty development leave. No limits will be placed on the proportion of whole-year to one-semester leaves. In authorizing leaves for a particular year, the College will also consider the total number of paid and unpaid leaves in a department. The provost and departments should plan well in advance and spread leave applications in a reasonable manner.
- 2.) **Deadline for Applications.** Faculty should provide their department chairs with their completed applications by late September of the year preceding the proposed paid leave, specifying the term in the case of applications for one-term leaves.
- 3.) **Department chair recommendations.** Department chairs should provide the provost with their recommendations by early October with
 - a.) a statement justifying the recommendation and
 - b.) a statement regarding the extent to which replacement instructional staff is needed for the faculty member who has requested the leave. (Replacement staffing is not guaranteed.)

When more than one application is made within a department, the chair should provide a ranking of all proposals as part of the recommendation.

4.) Provost, **president, and Academic Affairs Committee recommendations.** The provost will make recommendations to the president by mid-October, provided that the provost will first consult with a faculty senate subcommittee if the number of applicants is greater than the number of authorized paid leaves.

The president will make recommendations to the Academic Affairs Committee of the Board of Trustees in time for a committee recommendation to the board at its December meeting. Since this notification comes earlier in the academic year than notification of any reappointment decisions, those successfully applying for participation in the faculty development program during the same year in which they have a reappointment decision will be granted participation contingent upon a positive decision on the candidate's reappointment.

e. Policy Relating to Remuneration and Post-Leave Terms

1.) Outside **Remuneration.** Consistent with the faculty contract, faculty members may engage in remunerative work outside the approved project during the leave period only with the written consent of the provost and the president.

2.) **Obligation to Return.** Tenured faculty members granted a paid leave are obligated to serve on the staff of the College for at least one year after the expiration of their leave unless this provision is expressly waived by the board. Pre-tenure faculty members granted a paid leave are expected to complete the tenure process. Pre-tenure faculty members who decide to leave St. Mary's in the year following the granting of these course releases, will be expected to reimburse the College at the rate of \$3,000 per course release.

3.) **Final Report.** Faculty members granted a paid leave will submit to the provost a report on the activities and results of their leave as their Annual Report due August 15, with a copy to their department chair, and will normally be given the opportunity to report on their leave in a public forum.

4.) **Implications for Salary Increments.** The period of the paid leave shall be credited as service for the granting of salary increments.

The granting of such leave shall not be in any sense automatic. The Board will consider the advantage to the applicant as a scholar and teacher to be expected from such leave, and the consequent advantage to the College.

f. Alternatives to paid faculty development leave

Some faculty members, especially those whose research regularly involves student associates and can take place in part during the academic year as part of teaching responsibilities, or those who, as pre-tenured faculty, wish to wait until after their tenure decision to apply for a paid leave, may apply for one of the following alternatives.

1.) Pre-tenure faculty

Course Release Option. Pre-tenure faculty are eligible to apply for two course releases for their faculty development, to be taken simultaneously or separately during the two-year period preceding their scheduled tenure year. Faculty members may apply for such releases by making application as described above for traditional paid leaves.

2.) Post-tenure Faculty

Course Release Option. Post-tenure faculty are eligible to apply for three course releases for their faculty development during any six-year period since their last leave or their start of employment at the College in a tenurable position. Faculty members may apply for such releases by making application as described above for traditional paid leaves.

Post-tenure faculty members who accept course release options will not be eligible for another such option, or for a paid leave, until the expiration of six years following the six-year period during which a course release option or a paid leave was taken.

4. External grants

The College encourages faculty to seek funding from external sources. Assistance is available from the Office of Sponsored Research for seeking funding sources, preparation and writing of grants, submission, development of sources of funding and information. See the web for more detailed help and information offered by the Office of Development.