

FACULTY DEVELOPMENT PROGRAM CRITERIA 2018-2019

Purpose

As the University has grown to encompass an ever-increasing array of service objectives, more demands have been placed upon members of the faculty for participation in advising, curricular development, committee work, and other service activities. Although some involvement in service activities is expected, heavy involvement can divert attention from basic scholarship and thereby impair the development of an individual's excellence within an academic specialty. Because scholarly research is given great weight in the University's personnel process, extraordinary service to the University could provide a challenge to an individual's advancement in their professional career.

The Faculty Development Program is a response to this challenge. It is designed to encourage scholarly attainment by faculty members whose heavy involvement in service has reduced their time from their research specialty.

Type of Award

Administered through the Office of the Provost, the Faculty Development Program will offer one type of award for 2018-2019.

Quarter-Long Awards release recipients from teaching duties and service responsibilities for one quarter during the 2018-2019 academic year, thereby allowing them to give undivided attention to scholarly or creative pursuits. Funds (not to exceed \$10,500 for no more than one course) are provided directly to the recipient's department to cover costs of a recalled faculty member or lecturer to replace the recipient's teaching responsibilities. These funds will be transferred to the appropriate department account after receipt in the Office of the Vice Provost—Academic Affairs of a copy of the appointment letter (and salary) for the replacement individual. Recipients will also receive up to \$1,000 for supplies and expenses associated with their research; this money will be transferred once the department submits a report of the expenses with receipts and the amount expended.

All funds must be expended by June 30, 2019.

Eligibility

The Faculty Development Program is open to any Academic Senate faculty member. Applications from faculty at all ranks are encouraged, but priority may be given to deserving applications from assistant professors at the discretion of the selection committee. Previous recipients of awards under the Faculty Development Program are eligible to apply for another, but will have lower priority than first-time applicants.

Award Criteria

Applications for all awards will be evaluated on the basis of two criteria: demonstrated need and research promise.

1. **Need:** Successful candidates must show current or past overload in the areas of University or public service, and that an award would significantly improve research progress and the chances for advancement. No faculty member will be excluded from consideration on the basis of having received other aid (e.g., a sabbatical leave), but recipients of other forms of support will be considered to have reduced need.
2. **Promise:** Applications will be evaluated on the quality of the research proposal and on the promise the award has for allowing the faculty applicant to achieve his or her research goals. A stronger case for an award will be considered to have been made by an applicant who has already made substantial progress on a research project and for whom release time will make it possible to bring the project to fruition. The application of previous recipients of Faculty Development Program awards will be judged in part upon the extent to which good use was made of any prior awards and if a report has been filed in the Vice Provost—Academic Affairs office.

Neither the granting of an award, nor the failure to grant an award, is to be considered in any way as a prior indicator of the outcome of a future personnel action.

Application Procedure

Applicants should submit a formal written request for an award to their department chair. This request must include:

1. a list of past (5 years) and present service activity
2. a research proposal (3 pages single-spaced maximum) which includes a statement of work already completed on the project, if any, and an assessment of the chances of completing the project through the receipt of an award
3. course to be released from during quarter of leave
4. a list of publications since 2013
5. a completed cover sheet

Review Process

Following receipt of an applicant's request and consultation with the department, the department chair will prepare a letter evaluating the

candidate's service record, assessing the candidate's need, and judging the promise of the research proposal. The chair's letter and the candidate's application must be forwarded to the dean by **January 10, 2018**.

Following consultation with the Faculty Personnel Committee, the dean will make an assessment of the application and transmit that evaluation with the chair's letter to the Office of the Vice Provost by **January 23, 2018**. The Vice Provost—Academic Affairs will make the final decision on all awards. Announcement of all awards is expected by February 2018.