

# PROFESSIONAL DEVELOPMENT PROGRAM FOR ACADEMIC FEDERATION MEMBERS

## January 31, 2019

We welcome applications from Academic Federation members for Professional Development projects to be conducted the **2019-20** academic year. This competitive program provides funding for the pursuit of development activities to enhance members' effectiveness and capabilities in their current positions.

Department chairs should assure that eligible Academic Federation members are aware of this program.

### Eligibility

Applicants must be Academic Federation members with five years of continuous service in a salaried position at 50% time or more with the University in one or more of the following titles:

Academic Administrator	Librarian Series
Academic Coordinator	Professional Research Series
Adjunct Professor Series	Project (Scientist) Series
Assistant and Associate Law Librarian	Specialists
Assistant and Associate University Librarian	Specialist in Cooperative Extension
Clinical Professor Series	Supervisor of Physical Education
Continuing Educator	University Extension Teacher

Members are eligible for one professional development award every five years. There is a single application period for the 2019-20 awards. Requests may be made for activities occurring between May 2019 and June 2020, with approved Professional Development expenses incurred May 2019 – June 2019 reimbursed after July 2019.

### Description of the Program

The Professional Development Program provides an opportunity for Academic Federation members to enhance their effectiveness in their current positions. The proposed professional development activity may be related to a research project (e.g. attending a training course or visiting another research lab to learn a new technique), a program of study (e.g. enrollment in a short course, management development program or workshop sponsored by an institute), or an appointee's service (e.g. applicant's voluntary service to the University or Public). Please note that this program does not support travel to attend a research conference (see Academic Federation Research Travel Grants). This award does not provide support for ongoing research, such as supplies to complete a research project, or support for pilot projects for potential grant applications (see Academic Federation Research Grants - Innovative Developmental Awards).

### Award Criteria

Proposed projects will be evaluated based on the following criteria:

1. Relevance to the applicant's current activities;
2. Impact on the applicant's future effectiveness in the current position;
3. Applicant's preparation for the project and feasibility of completion;
4. Quality of the proposal;
5. Significance of the project to the University;

Failure of the applicant to specifically address items 1-5 above will invalidate the application.

### The Proposal

A complete proposal package must include the following items, either using the pdf fillable form found at <http://academicaffairs.ucdavis.edu/awards/campus-awards/index.html> or by collating individual documents:

1. The cover sheet;
2. A brief proposal that describes the project and budget;
  - a. Describe for a non-expert audience what the applicant will do or produce;
  - b. Address each of the items 1-5 listed under award criteria;
  - c. List other sponsoring organizations, if any, and their locations.
  - d. List the effective dates of the proposed activity;
  - e. Explanation of how the applicant's work will continue in his/her absence, as applicable;
  - f. Detailed description of the financial support that will be needed to carry out the proposed activities. Include the type and amount of each expense such as tuition, travel, and replacement salary (where permitted). The Office of the Provost will support award expenses up to \$9,000.
3. A list of service activity and publications for the last four years, as applicable;
4. The Department chair's letter
  - a. Address each of the items 1-5 listed under award criteria
  - b. Describe the quality of the applicant's record of performance in his/her current position, insofar as this represents the foundation upon which the professional development activity will be based
  - c. Explain why the unit is unable, by itself, to accommodate or fund the project;
  - d. Confirm the amount of funding required.
5. At the applicant's option, supplemental letters may also be submitted by a colleague familiar with the applicant's work or the host institution for a training activity.

### Review Procedures

1. The department chair/unit head forwards the proposal to the Vice Provost—Academic Affairs no later than the dates shown below.
2. All applications will be referred to the Academic Federation Committee on Professional Development, which will evaluate and rank the applications and make recommendations to the Vice Provost—Academic Affairs.
3. The Vice Provost—Academic Affairs makes the final decision on each proposal.

### Deadline for applications

Applications are due to the Vice Provost – Academic Affairs by **March 28, 2019**. Applications may be sent via electronic mail to [phkass@ucdavis.edu](mailto:phkass@ucdavis.edu). Award announcements will be made by April 30, 2019.

### Award Requirements

If approved, a report, not to exceed two pages, addressed to the Vice Provost—Academic Affairs, on the applicant's project is required **within one quarter of completion of the funded activity**. **Failure to provide this report will disqualify the recipient for any subsequent awards from this program.** The Academic Federation may use the project report in its publicity for the award.

Questions concerning this program should be directed to Ellen Bonnel, Academic Assistant to the Vice Provost—Academic Affairs at (530) 752-4827 or via email at [elbonnel@ucdavis.edu](mailto:elbonnel@ucdavis.edu).

## HOW THE PROGRAM WORKS

### Samples of Budgets

#### ➤ Librarians, continuing education specialists, administrative/research titles paid by a department

Replacement funds are provided **to the department** to use to backfill (temporarily support) program and administrative duties or research functions of the recipient. The department continues to pay the recipient's salary while the professional development award funds are to be used for the replacement's salary. Replacement funds will be provided **after the department provides documentation of the replacement's salary to the Office of the Vice Provost - Academic Affairs**. Applicants may request funds for other expenses associated with the project. These funds are provided **to the recipient**. A maximum of \$9,000 is available for replacement costs and project-related expenses.

#### Sample budget:

- Replacement cost—specify cost of (salary and benefits) for \_\_\_ days at a salary of \_\_\_\_\_ for backfill replacement - e.g., 6 days at a salary and benefit cost of \$90,000. Amount requested: \$2,075
- Project associated expenses— e.g., professional development course registration fee, \$1,250, and \$900 travel expenses (airfare, car rental and parking), lodging \$650, meals \$200. Amount requested: \$3,000
- Total amount requested: \$5,075

#### ➤ For teaching titles (non-Unit 18) and supervisors of physical education

Replacement funds are provided **to the department** for the cost of replacing the recipient's teaching duties during the award period. The department will continue to pay the recipient's salary while the professional development award funds are to be used to hire or pay the salary of person(s) who will assume responsibilities for the recipient's course(s). **Professional Development Award funds will be provided only after receipt and/or documentation of the replacement's salary**. Applicants may request funds for other expenses related to the project. These funds are provided **to the recipient**. A maximum of \$9,000 is available for replacement costs and project-related expenses.

#### Sample budget:

- Replacement cost - one course release time at \$8,000 per course.
- Project associated expenses e. g., travel 140 miles RT to University [XX] two days per week for YY weeks. Amount requested: \$1,000
- Total amount requested: \$9,000

#### ➤ For administrative/research titles independently supported by grants and/or contracts

Replacement funds are provided **to the department** for replacement costs of the recipient's departmental duties during the award period. Funding may be provided **to the recipient** for costs associated with the project, such as tuition, living expenses, travel support, and other **professional development** related expenditures. Funds are not available for completing on-going research projects. For Academic Federation members who are independently supported by grants and/or contracts, the department could request funds to pay the recipient's salary (and reduce the time supported by grant and/or contract funds) to support time to attend a workshop, work in another lab or other related short-term professional development activity. Such funding cannot exceed a few percent of annual effort. A maximum amount of \$9,000 is available for the cost of the professional development activity.

#### Sample budget:

- Replacement cost— e.g., support of a part-time person [specify replacement title] to continue work during applicant's absence, \_\_\_ hours per week for \_\_\_ weeks; e.g., part-time programmer for 15 hours per week for 10 weeks. Amount requested: \$6,750
- Project associated expenses— e.g. tuition \$550, lodging; meals and travel expenses (air fare and airport shuttle) \$1,500, workshop lab supplies \$200. Amount requested \$2,250
- Total amount requested \$9,000.