

FACULTY DEVELOPMENT PROGRAM CRITERIA 2024-2025

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 their 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 further scholarly attainment by faculty members whose heavy involvement in service has reduced their time from their research specialty.

Type of Award

The Faculty Development Program is administered through the Office of the Provost and will offer Quarter-Long Awards for 2024-2025.

Quarter-Long Awards release recipients from teaching duties and service responsibilities for one quarter during the 2024-2025 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. Note: The \$1,000 award monies may not be used to cover salaries and must be used within two years of receiving a Faculty Development Award.

All funds must be expended by June 30, 2025, and funding reimbursement requests must be submitted to Academic Affairs by December 31, 2025.

Eligibility

The Faculty Development Program is open to Academic Senate faculty members, including those in the Professor, Professor of Law, Professor of Teaching (LSOE), and Professor of Clinical X series. Applications from faculty at all ranks are encouraged but, at the discretion of the selection committee, priority may be given to deserving applications from Assistant Professors. 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 show that an award would significantly improve research progress and the chances for advancement. No faculty member will be excluded from consideration based on 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 proposal and on the likelihood that the award will allow the recipient to achieve their research goals. An applicant who has already made substantial progress on a project and for whom release time will make it possible to bring the project to fruition will make a stronger case for an award.
3. Applications from previous recipients of Faculty Development Program awards will be judged upon the extent to which good use was made of those prior awards.

NOTE: 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 to their department Chair a formal written request for an award. 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 because of receiving the award
3. The course to be released, and the quarter, during leave
4. A list of publications or other creative work since 2019
5. An up-to-date CV

The complete application will include these five documents, and

6. A completed, signed 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 **October 25, 2023**.

Following consultation with the Faculty Personnel Committee, the Dean will assess the application and transmit that evaluation with the Chair's letter to the Office of the Vice Provost -- Academic Affairs by **November 20, 2023**. The Vice Provost will then make the final decision on all awards. Announcement of awards is expected by January 2024.