

PROFESSIONAL DEVELOPMENT PROGRAM for UNIT 18 MEMBERS

APPLICATION FOR 2024-2025 ACADEMIC YEAR

Unit 18 members are invited to apply for a Professional Development Award for the 2023-2024 academic year. Appointees in title codes included in Article 1 B. of the UC/AFT Memorandum of Understanding and listed in the table below are eligible to apply. This competitive program provides funding to support the engagement in professional development activities that will enhance their effectiveness and development as scholars/teachers in their field.

Table 1: Eligible Unit 18 Titles

Title	Title Codes
Lecturer	1630-1637, and 1652-1654
Senior Lecturer	1640-1647
Demonstration Teacher/ Lecturer	2210-2211, 2284-2285
Supervisor of Teacher Education	2220-2223

I. AWARD CATEGORIES

Unit 18 members are encouraged to submit proposals for professional development awards that fall into either Category A or B as described below.

A. Category A - Award Providing Funds During April 2024 – March 2025:

To attend academic conferences, professional meetings, training seminars, classes, or to purchase technological material for direct instructional use.

- 1. Eligibility:** Must be employed in one of the titles listed in Table 1 above.
- 2. Support Funds:** Applications will be evaluated based on justification of use of support funds to further enhance an appointee's activities as scholar/teacher and the immediate impact such funding will have on their effectiveness in their position.
- 3. Proposal:** Applicants must submit a brief (1-2 pages) proposal indicating how funding would be used e.g., conference, short-term training, immediate technological acquisition. Include dates (where applicable) and a detailed breakdown of anticipated use of requested funds.
- 4. Award Criteria:** Proposals will be evaluated according to the following criteria:
 - a. Relevance to the applicant's activities as a scholar/teacher.
 - b. Direct impact on the applicant's effectiveness as a scholar/teacher.

5. Completed Cover Sheet for Application (including Department Chair's Signature)

B. Category B - Award Providing Up To One Quarter Paid Leave During the 2024-25

Academic Year:

To engage in sustained research/scholarship in the appointee's academic field of interest.

1. Eligibility: Appointees with a Continuing Appointment employed in one of the titles in Table 1; must be five years since previous Category B award.

2. Support Funds: The purpose of this award is to provide a paid instructional leave so that the appointee can pursue academic activities that would enhance their effectiveness as a scholar/teacher. The successful applicant's program/department will be provided with funds to hire teaching replacements (course buy-out) for a maximum of two courses. Such funds will be transferred to the appropriate program/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.

In addition to course replacement funds, support funds up to \$1,000 can be requested as part of an applicant's overall proposal to cover approved, project-related expenses incurred during the paid leave. Funds will be transferred once an applicant's program/department submits a brief report with receipts of expenses incurred. NOTE: reimbursement of project-related expenses incurred as part of paid leave activities cannot exceed \$1,000.

3. Proposal: A written proposal (2-5 pages) that includes the information listed below.

a. Description of Project

- i. Describe for a non-expert audience what the applicant will do and produce while working on the project.
- ii. Address each of items a-e listed below under award criteria.
- iii. List other sponsoring organizations, if any, and their locations.

b. Timetable and Budget

- i. The dates of the proposed activity.
- ii. Brief description of financial support (\$1,000 maximum) that will be needed to carry out proposed instructional leave. Include the type and amount of each expense involved in proposed leave such as supplies, travel, or fees.

4. Award Criteria: Proposals will be evaluated according to the following criteria:

- a. Relevance to the applicant's activities as a scholar/teacher.
- b. Direct impact on the applicant's future effectiveness as scholar/teacher.
- c. Applicant's qualifications/ability to undertake a given project.
- d. Applicant's qualifications/ability to complete project within allocated time.
- e. Concise description of project goals: direct program application, research publication (article/book), production of in-house manuals, etc.
- f. Intrinsic academic qualities of proposal.
- g. Letter of support from the applicant's director or chair that addresses criteria a-f above and the proposed scheduling for the paid leave.
- h. Dean's approval of requested scheduling for the paid leave.

5. Director/Chair's letter

The program director/department chair must prepare a letter of support and approval to accompany the proposal. In addition to addressing each of the items a-h listed under award criteria, the letter must also include the following:

- a. Assessment of the applicant's ability to complete the scholarly project under consideration.
- b. Description of how the applicant's responsibilities will be covered during the leave.
- c. The amount of funding required for teaching replacement. Include this amount on cover sheet as well.

6. Cover Sheet for Application Form with Department Chair's and Dean's Signature

7. Additional Requirements

If approved, a detailed report concerning a successful applicant's project (evidence of work completed) will be required within one quarter of project completion. This report should not exceed two pages and should be sent via email to the Vice Provost-Academic Affairs.

II. APPLICATION DEADLINES:

Category A Applications:

All applicants must submit their proposals no later than **January 23, 2024**. Proposals should be sent via email to the Vice Provost – Academic Affairs Phil Kass at phkass@ucdavis.edu and a copy to Lynn White at Imdaum@ucdavis.edu. Applicants must have their director/chair read and sign the proposal's cover sheet.

Category B Applications:

Application materials must be submitted to candidates' director/chair by **January 9, 2024**.

Director/chair forwards the proposal, along with director/chair's letter to the dean or other appropriate administrative officer, no later than **January 16, 2024**.

The dean reviews submitted proposals for paid leave and forwards entire package to the Vice Provost- Academic Affairs via email no later than **January 23, 2024**.

All applications will be referred to the NSF Council on Professional Development, which will evaluate and rank the applications and submit recommendations to the Vice Provost-Academic Affairs by February 20, 2024.

The Vice Provost-Academic Affairs makes final decision regarding proposals. Announcement of all awards is expected by March 1, 2024.

Questions concerning the Professional Development Program for Unit 18 members should be directed to Cathryn Lawrence, Academic Federation Assistant to the Vice Provost--Academic Affairs at clawrence@ucdavis.edu.