

# **Southern Connecticut State University**

## **Faculty Development Advisory Committee**

Procedures for the Distribution of Faculty Development Funds  
2005-2006

### **Request for Proposals**

This grant program is open to all full- and part-time faculty.

The FDAC invites and encourages proposals from schools, departments, officially recognized interdisciplinary programs, affinity groups and individuals to "...enhance their ability to be productive and innovative professionals..." as specified in Article 9.6 of the Collective Bargaining Agreement. Affinity groups are defined as two or more faculty from different disciplines sharing a common interest. The Committee suggests that proposals submitted by a school or a department be reviewed and supported by its members; and that proposals submitted by officially recognized interdisciplinary programs be reviewed and supported by those faculty having responsibility for the program. It is suggested that the dean(s) of the appropriate school(s) review submissions from affinity groups and individuals.

Sponsored activities are provided for all full- and part-time faculty and may be open to other members of the University and the community at the discretion of the proposer.

### **Funding**

Historically, most awards have been for \$2000 or less; however, proposals in any amount will be considered. While all schools, departments, officially recognized interdisciplinary programs, affinity groups, and individuals will be eligible to apply, priority will be given to meritorious proposals from applicants who have not been granted awards during the last request for proposals.

### **Criteria and Restrictions**

The criterion for evaluating faculty development proposals is the potential of the proposed project to enhance the ability of the faculty to be productive and innovative professionals. More specifically, proposals will be reviewed in accordance with the following standards:

1. The potential to benefit groups of faculty.
2. The potential to have impact on the instructional process.

The following restrictions apply to all proposals:

1. Requested funds shall not compensate a full-time CSU faculty member for professional services rendered.
2. Requested funds are not normally used to support proposals for which there is a more appropriate institutional source; for example the AAUP travel monies.
3. Requested funds are not normally used for supply or equipment purchases except for materials integral to the project.
4. Only proposals for the semester following the receipt of the proposal will be considered.
5. Large honorariums are expected to come with concomitant justification. (See comments in the funding paragraph, page 1).

### **Faculty Development Programs and Activities**

Faculty development programs should address a wide range of activities including, but not limited to, speakers and seminars to assist faculty in keeping current in their field, opportunities for the review of curriculum and other issues unique to the academic school and department, experiences to enhance the quality of instruction, etc. (Minutes or a letter from the Chairperson acknowledging that the department has been informed should be submitted with the proposal.)

1. Previously funded programs, most of which involved inviting experts in their fields to Southern to address faculty groups, have included such activities as:  
  
Department or interdisciplinary colloquiums or seminar series;  
  
Consultant(s) to assist in departmental curricular review;  
  
Workshops and other projects focusing on particular topics of importance;  
  
Topical presentations to affinity groups; or  
  
Workshops presented by faculty to enhance skills of colleagues.
2. Proposals to support individual attendance at off-campus institutes, special training programs, or consultation with outstanding experts unable to come to Southern, will be considered by the committee if:

Presented by a department, officially recognized interdisciplinary program, or affinity group

The activity is an indispensable component of a development project for the group; and supported by a majority of the group.

Such projects will identify procedures for using the experiences of the attendee, and provide for dissemination of appropriate information to the department, interdisciplinary group, or other interested faculty. *It is expected that the awardee will formally share with other faculty—through workshops or presentations—the expertise gained as a result of the participation in the program of enhancement.*

### **Information to be Included in the Proposal**

- Should provide a design to encourage maximum participation among members of the faculty.
- An itemized budget must be provided.
- A rationale for requesting Faculty Development Fund support must be specified.

Additional information regarding the proposal format is provided on the attached RFP.

### **Fall Semester Calendar:**

Friday, November 18, 2005 4:00 pm      Deadline for Receipt of Proposals for Spring Semester

Friday, December 7, 2005 4:00 pm      Awards Announced

### **Submission Procedures**

To submit a proposal by campus mail, complete and return one copy of the attached form to:

Jennifer A. Hudson, Faculty Development Assistant  
Faculty Development Office  
A110A-B Engleman Hall

To submit a proposal by e-mail, complete the application and send it as an attachment to your e-mail to Jennifer A. Hudson at [HUDSONJ1@southernct.edu](mailto:HUDSONJ1@southernct.edu).

Completed proposals must be received in the Faculty Development Office by 4:00 p.m. on November 18, 2005. Date and time of reception is pertinent rather than date of postmark. It is the responsibility of the applicant to have proposals delivered on time.

**SOUTHERN CONNECTICUT STATE UNIVERSITY  
FACULTY DEVELOPMENT ADVISORY COMMITTEE**

**Faculty Development Fund Proposal 2005-2006**

Name (for clerical and financial record keeping purposes only, provide one contact person's name):

Brief Project Title:

If joint proposal, please list names:

Please include a short (approximately 40-word) summary of the project and amount requested:

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I am a  full-time  part-time faculty member.

Check one of the boxes below and complete the blank which best describes the sponsorship for proposal submission:

- Academic School
- Department
- Officially Recognized Interdisciplinary Program
- Affinity Group
- Individual/s

Faculty Development Goal(s): (Identify the basic goal(s) to be achieved by the proposed activity. Please be as specific as possible.)

Description of Activity: (What is being proposed; what is the rationale for the activity? Please present a brief timeline for the activity. If external consultants are proposed, please identify the criteria for their selection.)

Evaluation of the proposed activity: (How, specifically, will you determine the degree to which the project achieved its stated goals?)

Target Faculty Participants: (Describe the audience to which the proposed activity is directed. Describe the level of interest for this project demonstrated by the audience. The proposal should clearly reflect the potential benefit to the professional development of SCSU faculty, rather than its potential benefit to other groups.)

Tentative Budget and Rationale: (The best estimate of the funding required supporting the proposed activity and a rationale for the requested funds. Please itemize the expenses in the space below. For example budget items might include, honorarium, travel expenses, modest food costs, and other expenses.)

PURPOSE	AMOUNT	RATIONALE
	TOTAL	

Your department and/or the Office of Faculty Development may be able to provide support services for conferences, workshops, and seminars. Requests to the Office of Faculty Development should be made at least two weeks in advance.

Rationale for Faculty Development Fund Support: (Describe why you consider the Faculty Development Fund an appropriate source to support the proposed program.)

Applicant Signature: (Signed by the faculty assuming primary responsibility for the project.)

I understand that this project will not be funded until the evaluation and expense information for a previous FDAC grant is filed with the Office of Faculty Development. Deadline to

submit a report describing results/outcomes of your project to the office of Faculty Development is one month after the date of the event. Progress reports for projects that extend beyond one semester must be submitted one month after initial semester is completed.

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Please Print and Sign Your Name

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***2005-2006 Calendar***

**Friday November 18, 2005**

Deadline to submit proposals for Spring 2006 semester to the Office of Faculty Development,  
EN A110A or via e-mail to hudsonj1@southernct.edu

**Friday December 7, 2005**

Awards are announced for Spring 2006 semester.

**Spring 2006**

Reports for Spring 2006 Faculty Development Projects are due one month after date of the event. Project reports for Spring projects that extend beyond one semester are due by May 31, 2006.