

Southern Connecticut State University

Faculty Development Advisory Committee

Procedures for the Distribution of Faculty Development Funds
2009-2010

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.

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. Applicants should note that these grants are competitive and that funds are limited. Historically, proposals for each semester exceed the funds available. Prior funding does not guarantee funding.

Criteria

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.

Restrictions

The following restrictions apply to all proposals:

1. Awards are limited to a maximum of \$2,500.00. Proposals submitted in excess of \$2,500.00 will not be considered. For joint proposals, it is necessary to describe the contribution of each member in detail.
2. Requested funds shall not compensate a full-time CSU faculty member for professional services rendered.
3. Requested funds are not normally used to support proposals for which there is a more appropriate institutional source; for example the AAUP travel monies, the CSU Research Grant, Curriculum-Related Grant, Minority Recruitment and Retention, etc.
4. Requested funds are not normally used for supply or equipment purchases except for materials integral to the project. Grants do not cover costs for duplicating/photocopies.
5. Only proposals for Spring 2010 semester will be considered.
6. All 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 curriculum review and other issues unique to the academic school and department, experiences to enhance the quality of instruction, etc. (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; and

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:

- A design to encourage maximum participation among members of the faculty.
- An itemized budget.
- A rationale for requesting Faculty Development Fund support.

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

Examples of successful proposals are on reserve in the library.

Calendar:

Monday, November 23, 2009	4:00 pm	Deadline for Receipt of Proposals for Spring Semester
Monday, December 14, 2009		Awards Announced

Submission Procedures

To submit a proposal by campus mail, complete and return one copy of the attached form (by the above-mentioned deadline) to: Jennifer A. Hudson, Operations and Grants Manager, Faculty Development, Engleman Hall B 106.

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 by the deadline. 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.

Reporting Outcomes

Any funds awarded for this grant cycle must be expended by May 31, 2010. Program evaluations are due May 31, 2010. Individuals who have previously received awards under this program must have submitted program evaluations to the Office of Faculty Development in order to be considered for the current FDAC Grant award cycle.

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

Faculty Development Fund Proposal 2009-2010

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:

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; air, food and hotel for consultant; modest food costs; and other expenses.)

PURPOSE/RATIONALE	AMOUNT
TOTAL	

Your department and/or the Office of Faculty Development may be able to provide promotional support services for conferences, workshops and seminars. Requests for inclusion in the *Weekly Calendar* and for distribution of a faculty-wide e-mail announcement should be made at least two weeks in advance to the Office of Faculty Development.

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.

Applicant's Name (Please Print)

Applicant's Signature

Co-sponsor/Co-applicant's Name

Co-sponsor/Co-applicant's Signature