

Faculty Development Grant Guidelines

CRITERIA FOR SELECTION

The following criteria will be used in the evaluation of all Faculty Development Grants. This is not an inclusive list; other relevant criteria may be applied as needed.

1. The proposal has a clear rationale and a set of well-defined objectives for the improvement of instruction.
2. The proposal indicates which classes will benefit from the project.
3. The proposal indicates the annual enrollment of the classes affected.
4. The proposal activity emphasizes teaching rather than course content.
5. If the activity involves attendance as a conference, the conference agenda ensures active participation.
6. The proposal specifies the new knowledge the applicant expects to obtain.
7. The proposal has support from the department.
8. The proposal has support from the college.
9. The proposal has a clear and accurate budget breakdown.
10. The proposal's budget cites the correct amount of per diem for the location.

Proposal Guidelines

The Faculty Development Committee is charged with fostering curricular and course improvement and assisting faculty in improving their teaching. Among its activities in supporting these goals, the committee reviews applications from faculty members to support, fully or in part, activities related to the development of curriculum and faculty instruction.

The following guidelines have been designed to assist faculty in preparing requests for support through the Faculty Development Committee.

General Guidelines

Curriculum and Instructional Development Grants

This program is provided to support faculty research and development activities related to curriculum development and to enhance a faculty member's teaching. The applicant must clearly show that the proposed activity is above and beyond the normal expectations for faculty development activities. **The Faculty Development Fund is not an alternate source of funds for conference travel.** Improvements that will benefit a program or curriculum may be given preference over those that will impact only a single course.

The committee shall not recommend funds for salary remuneration, stipends, or reassigned time replacement, office help or office supplies. Items ordinarily eligible for funding include travel, per diem, registration/tuition, and required course materials.

Workshops, Courses, Professional Meetings

Although participation in any one of the above may be defined as faculty development, the committee does not fund attendance at professional meetings and conferences that are not directly related to improving faculty teaching--the acquisition and/or improvement of skills or knowledge relevant to faculty's teaching responsibilities. The relationship can be to current or future courses or programs. Acceptable activities or meetings can focus on instructional design, content, or methodology. All proposals must include proper documentation such as the program and specific sessions the applicant plans to attend. The applicant must demonstrate that the conference, workshop, or course has an agenda which will assure active participation. The activity or meeting should be justified by explaining how it will improve the applicant's teaching.

RESPONSIBILITIES OF THE RECIPIENT AFTER RECEIVING THE GRANT

1. All requests for reimbursement must be sent to the Office of the Provost. Reimbursement will be subject to regular University regulations (Travel and Purchasing).
2. Grant recipients are required to operate within the budget approved. It is the responsibility of the recipient to keep an accurate record of all expenditures and to provide appropriate documentation for these expenditures.
3. **Grant recipients must submit a final report no later than the end of the semester in which the project was completed.** The report should include the following:
 - o An evaluation of the extent to which the anticipated benefits of the project as stated in the grant proposal was accomplished. Were developmental goals or expectations met? How?
 - o An evaluation of the project's impact upon the recipient's teaching. How has teaching or curriculum been improved as a consequence of completing the project?
 - o A description of how information derived from this project has been disseminated to colleagues. Has the recipient shared information in formal or informal presentations, brown bag lunches, or mentoring activities?

Where possible, provide documentation to support your assessment of benefits.

New proposals by grant recipients will not be considered until a satisfactory final report (or, if warranted, a progress report) has been received by the committee chair. Copies of the report should be provided to the chair and dean.

4. Any money left in a project account after completion reverts to the Faculty Development Fund.
5. Once a grant recipient leaves the employment of the University, any funds remaining in the account will revert to the Faculty Development Fund.

Proposals directly related to the enhancement of classroom teaching techniques and operatives are more highly valued than proposals designed to enhance knowledge of teaching matter. Applicants should emphasize the relationship of the activity to pedagogical problems, solutions, and applications.

Faculty development proposals must not include more than one travel itinerary to a workshop, course, or professional meeting. Additional trips require separate proposals.

COMPLETING THE ONLINE APPLICATION

It is the responsibility of the applicant to prepare an application that enables the committee to evaluate the quality of the proposal and make an informed decision about the project. The following guidelines are given as general considerations that should be used in preparing requests.

Adobe Acrobat Reader 8.0 or above is needed to complete the online application. Click on this link to download the latest version of [Acrobat Reader](#).

Go “Green” with the IDC.

Please note that the online form can be filled in, digitally signed, saved, and emailed to your Department Chairperson. They will continue the process by completing and digitally signing their recommendations and emailing the application to their Dean. The Dean will email the completed application to IDC and back to you.

Section I: Identification and Background Information

Please note that the online application requests that the amounts of money to be contributed by the Department, College, and Other Source are to be entered as negative numbers. This will allow the form to automatically calculate the amount being requested by the Faculty Development Grant.

Dates within this section are to be left blank for office and committee purposes.

Section II: Project Description

Please note that the text box in the online application will scroll if necessary for additional content.

Item A. Provide a brief overview of the project and explain its importance to instructional development. (Tell what the project is, and why it would be important in instructional development.)

Item B. Clearly describe how the project will be conducted. If the project involves participation in a workshop, seminar, or similar forum, attach a copy of the program indicating which sessions will be attended and any other relevant information. Indicate how the applicant will participate in this event.

Item C. Explain how this project will enhance instructional effectiveness and have an impact on students, peers, and the curriculum. Indicate which classes will benefit from the project and the annual enrollment in each class.

Item D. Indicate the dates for the beginning and end of this activity. Specify any deadlines of which the committee should be aware. Please remember that funds are not awarded retroactively, so your application must be approved by the committee before the beginning date on your proposal.

Section III. Itemized Budget

Prepare an itemized account of all expenses for which funding is requested. Expenses for meals and lodging must follow the UCA travel guidelines. Include relevant dates and cities for travel expenses.

The budget items should clearly correspond to the description of the project methodology in Section II, Item b of the applications form.

Digital Signature

Click in the Applicant's Digital Signature box. If you have already created a digital signature, it will appear at this time. Click "Sign". If you have not created a digital signature, follow the instructions in the pop up box to create and sign your document. If you need additional help, click on this digital signature link to load a short tutorial.

Section IV: Evaluation of Proposal by Department Chair and Dean

It is necessary to secure a response to all three questions on the last pages of the application form as well as a signature from both the department and dean. The committee expects that the department and the college will endorse and contribute support to the project when it is aimed at meeting the goals and objectives of the department, the school, and the University. **The committee considers these recommendations as significant indications of the value of the proposal.**