

FROSTBURG STATE UNIVERSITY

FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE

HANDBOOK

FIFTH EDITION

2002

Note: This 2002 edition of the Faculty Development Handbook supersedes all earlier editions. **This edition includes significant additions. Please discard earlier versions along with any copies of its forms.** Additional copies of the new Handbook and forms are available from the Office of Research and Sponsored Programs.
Web page: <http://www.frostburg.edu/admin/ocg/awardsanddevelopment.htm>

The first edition of this handbook was completed during the summer of 1989 as part of a faculty development grant. Ron Kealy served as editor, working with the Faculty Development and Sabbatical Subcommittee.

The second edition, printed in the summer of 1990, included changes and updates suggested by the 1989-90 Subcommittee. Members included Philip Allen, Hank Bullamore, Doug DeMars, Karen Guthrie, Tom Hawk, Frank Parks (Chair), and Dick Trask.

The third edition, printed in Spring, 1995, was revised by the Subcommittee members: John Wiseman, Barbara Ornstein, Kenneth Witmer (Chair), Philip Allen, Robert Kauffman, Laxman Hegde, and Gordon Kershaw.

The fourth edition was revised by the 1998-00 Subcommittee: Jason H. Edwards, Amy Harman, Eira Patniak, Dan Mizak, Karen Soderberg, Joyce Wheaton (Chair) and Mickie Kreidler.

This current edition was revised by the 2001-2002 Subcommittee members: Jason H. Edwards, Robert Flatley, Amy Harman (Chair), Meredith Kiger, Pamela Plotkin, Kurt Wolfe, and John Wiseman.

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Introduction To The Fifth Edition

Frostburg State University is committed to the continued personal and professional development of its faculty. Faculty development at FSU is a multi-faceted program, providing a variety of activities designed to encourage all faculty members to achieve their full potential in teaching, academic accomplishment, and service. Faculty development activities are intended to stimulate faculty to go beyond simply “effective and competent” service. A concerted effort is made to support new initiatives by continuing faculty members and to encourage new faculty members to begin a life long process of personal and professional growth.

Faculty development has made it possible to support an increased number of activities and has resulted in a significantly higher level of faculty participation. Major responsibility for supporting faculty members in their professional development is assigned to the Faculty Development and Sabbatical Subcommittee of the Faculty Concerns Committee of the Faculty Senate. In cooperation with the Provost, the Faculty Development and Sabbatical Subcommittee is involved in the majority of faculty development activities, including sabbaticals, assigned time grants, project grants, workshop/speaker grants, summer stipends, the faculty lecture series, conference presentation grants, undergraduate and graduate research grants, and faculty achievement awards, etc. In order to provide support for as many faculty members as possible, the Subcommittee encourages projects with some funding from departmental or other sources.

This handbook is designed to provide information regarding those faculty development activities coordinated by the Faculty Development and Sabbatical Subcommittee. Information about other faculty development activities, including leaves of absence, school/department travel funds, and school/department funds for supporting activities such as speakers, consultants, and workshops can be found in the Faculty Handbook. Information regarding faculty exchanges can be obtained from the faculty exchange coordinator. The WHYTECH Project and the Center for Teaching Excellence can assist with certain teaching improvement projects, and assistance in seeking external grants, including funds from the FSU Foundation, is available from the Office of Research and Sponsored Programs.

The Faculty Development and Sabbatical Subcommittee is continually seeking new ideas for improving the total faculty development effort at FSU. Among these is the new University proposal to fund additional faculty development of special projects considered of top priority, as more fully described in the Statement of Philosophy on page 2. If you have suggestions for new faculty development activities, or for improving existing activities, please communicate them to the Subcommittee.

Fall, 1989

(Updated: Fall, 1990, Spring, 1995, Spring, 2000,
Major Revision Spring 2002)

STATEMENT OF PHILOSOPHY

The Faculty Development and Sabbatical Subcommittee believes that the purpose of the total experience of faculty and students at Frostburg State University is to develop the skills of actively-involved, life-long learners and the attitudes to stimulate and sustain them. Faculty development should be voluntary and not coercive.

This philosophy of life-long learning applies to any discipline, interdisciplinary, program or area of scholarship. FSU imposes no value hierarchy on forms of scholarship or disciplines. Rather, all are worthy of continual, life-long development even though some may have wider applicability than others.

The Faculty Development and Sabbatical Subcommittee takes the position that individuals learn in different ways. Students and faculty should not be considered homogeneous in learning styles. The University should, therefore, encourage a diversity of approaches to instruction and development as life-long learners.

Faculty should accept the actively involved, life-long learner concept as the *raison d'être* of academic activities at FSU and should model that set of skills and attitudes in their courses. This means that faculty members (1) should be actively involved, life-long learners, and (2) should be able to facilitate that development in their students. FSU should encourage creativity, innovation, and flexibility. These values will in turn give rise to a faculty that is diverse in its approaches to learning.

Faculty development, then, embraces on-going learning activities for the individual faculty member in his/her abilities in (1) one or more disciplines or areas of scholarship, (2) methods of facilitating the development of others, particularly students, and (3) the historical, current, and expected future contexts of educational issues.

Faculty development can occur in two ways: (1) individual faculty members can engage in on-going learning activities on their own initiative, independently of formal programs at the university; and (2) the individual faculty member can make use of activities at the department, school, and university levels.

The Faculty Development and Sabbatical Subcommittee can encourage the first by acting as a clearinghouse to collect and disseminate information on how individual faculty members are designing and implementing their own programs for development and improvement. The Subcommittee can encourage the second by being an advocate for programs and activities at the department, school, and university levels.

The faculty should be the locus of control of those programs and activities, keeping in mind that the results should be manifest in both the faculty members and the students. The Subcommittee, therefore, can be an advocate for formal programs that are supported by financial and other resources provided by the University as well as external grants.

In addition to the foregoing initiatives, the committee may use additional monies provided by the University to encourage faculty to engage in projects consistent with University priorities in scholarship, curriculum, and development. These priorities may change, according to University needs, from year to year, and will be publicized by the committee well in advance of submission dates.

CHARACTERISTICS OF THE ACTIVELY INVOLVED LIFE-LONG LEARNER

Skills associated with learning include:

- ?? the ability to **define** a situation as a problem and/or opportunity;
- ?? the ability to **recognize** when we need data and information;
- ?? the ability to **assemble** data, information, and resources;
- ?? the ability to **organize** information, material, and ideas;
- ?? the ability to **evaluate** information, material, methods, and solutions;
- ?? the ability to **integrate** information across disciplines;
- ?? the ability to **synthesize** information and concepts;
- ?? the ability to **create** new patterns and symbols out of seemingly diverse and unrelated materials and information;
- ?? the ability to **analyze** a situation using logic (induction, deduction, abduction, etc.) and reasoning;
- ?? the ability to **communicate** by reading, listening, speaking, writing, and observing;
- ?? the ability to **decide** on a course of action;
- ?? the ability to **focus** on a task;
- ?? the ability to **manage** time well; and
- ?? The ability to **interact** constructively with others.

Attitudes toward learning include:

- ?? curiosity,
- ?? creativity,
- ?? risk-taking,
- ?? open-mindedness,
- ?? readiness to adapt to change,
- ?? respect for a relativistic perspective,
- ?? a task and a process orientation,
- ?? awareness and valuing of subjective/objective perspectives,
- ?? desire to be self-motivated,
- ?? willingness to be self-evaluative,
- ?? willingness to be receptive to the constructive comments of others, and
- ?? desire to be a life-long learner.

FACULTY DEVELOPMENT CALENDAR

Program	Application Announcement	Deadline for Submission	Action by Committee
Spring Assigned Time Grants	1 st Week in September	1 st Week in October	Decision 1 st week of Nov
Project Grants	1 st Week in September	1 st Week in October	Decision 1 st week of Nov
Spring Workshop/Speaker Grants	1 st Week in September	1 st Week in October	Decision 1 st week of Nov
Fall Assigned Time Grants	1 st Week in February	1 st Week in March	Decision 1 st week in April
Summer Stipends	1 st Week in February	1 st Week in March	Decision 1 st week in April
Faculty Achievement Awards	1 st Week in February	1 st Week in March	Decision 1 st week in April
Conference Presentation Grants	1 st Week in February	1 st Week in March	Decision 1 st week in April
Publication Assistance Grants	1 st Week in February	1 st Week in March	Decision 1 st week in April
Undergraduate Research Grants OR Graduate Research Grants	1 st Week in February	1 st Week in March	Decision 1 st week in April
Faculty Lecture Series	1 st Week in March	To Subcommittee: 2 nd Week in April	Decision by 1 st week in May
Fall Workshop/Speaker Grants	1 st Week in March	2 nd Week in April	Decision by 1 st week in May

CALENDAR FOR SABBATICAL LEAVE

(Note: dates are approximate; check current Faculty Handbook for current dates.)

Date	Action to be Taken
September 16	The Provost issues call for Sabbatical proposals
September 27	Faculty Member applies for Sabbatical: Copies to Chair of the Department Sabbatical Review Committee/Chair and to Chair of the Faculty Development and Sabbatical Subcommittee; Letter of intent to Provost and copy to appropriate Academic Dean.
October 18	Department Chair sends Department Sabbatical Review Committee's recommendation to the Dean and the Faculty Member.
October 25	Faculty Member sends written rebuttal to Dean against Department's Sabbatical recommendation
November 1	School Dean sends report to the Provost on Sabbaticals indicating rank order. Informs faculty member of recommendation.
November 1	Faculty Development and Sabbatical Subcommittee informs faculty member of Subcommittee recommendation. Sends report to the Provost on Sabbaticals indicating rank order of applicants. Transmits application files to the Provost.
November 8	Faculty Member sends written rebuttal to the Provost against Faculty Development and Sabbatical Subcommittee's and/or Dean's Sabbatical recommendation.
No Later Than November 22	The Provost calls Sabbaticals conference with Deans and Faculty Development and Sabbatical Subcommittee.
December 2	The Provost sends report on Sabbaticals to President. Informs Faculty Member of Recommendation.
December 9	Faculty Member sends appeal to Faculty Appeals Committee against the Provost's Sabbatical recommendation.
5 Working Days	Written rebuttal to the President against any Faculty Appeals Committee recommendation.
January 30	President notifies Faculty Members of Sabbatical decision.

SABBATICAL LEAVE
(EXCERPTED FROM FACULTY HANDBOOK)

All policies and procedures for Sabbatical Leave are provided in the current FSU Faculty Handbook. The information provided below is re-printed from the 2001 FSU Faculty Handbook. All applicants for sabbatical leave should check the current Faculty Handbook as well as the information re-printed here.

Eligibility:

Potential applicants for sabbatical should verify their eligibility before filing application materials. Criteria for application are:

1. You must have served at FSU a minimum of six academic years. You may apply during your sixth year.
2. You must be a full time tenured faculty member. (Faculty may apply for tenure during their sixth year. Awarding of a sabbatical is contingent upon the awarding of tenure.)
3. You may not have received a sabbatical leave in the six academic years prior to the year for which you are applying.

Considerations and Priorities in Awarding Sabbatical Leave:

The major purpose of sabbatical leave is to provide faculty members with a renewal experience, as suggested by the criteria that follow, that will enhance their future productivity and contributions to the University.

A major consideration in granting sabbatical leave is a record of consistent and productive contributions to the University and the profession as measured by the existing faculty evaluation system.

Examples: Teaching effectiveness.
 University and/or Department service and productivity.
 Professional service and productivity.

Another major consideration in evaluating a sabbatical application is the value to the University of the proposed sabbatical activity. "Values to the University" will be interpreted according to the following three categories. The lists of examples within each category should not be considered exhaustive nor is any precedence implied in the order of their listing, except that applicants with external grant support will be given priority.

1. Potential Enhancement of the University.

Examples: Work done under a government or foundation grant.
Scholarship potentially leading to publication.
Creative work potentially leading to a publication, performance, or exhibition.

2. Maintenance or Improvement of Skills and Knowledge.

Examples: Additional course work beyond the terminal degree (or, in exceptional cases, toward the terminal degree) or in an alternate field.
Scholarship.
Creative and artistic work.
Development or alternative teaching strategies.

3. Course, Program, or Curriculum Development not to include work routinely performed by Faculty Members without a Sabbatical Leave or work for which release time is provided.

Examples: Development of a new course, program or curriculum.
Reorganization of a course, program, or curriculum.

.A major consideration is the need for the sabbatical to accomplish the work proposed.

Application Materials:

The sabbatical application will include all faculty evaluations done at FSU in the last five years including at least two faculty evaluations with department sheets (summary sheets) with signatures, the most recent being from the year prior to submission of this application; evidence relative to professional achievement; Departmental and University service completed in the last five years prior to submission of this application; length of service; length of service since the last sabbatical; the number of sabbaticals taken; and the performance on past sabbaticals (if applicable). The final ranking of the Faculty Development and Sabbatical Subcommittee shall give equal weight to the five-year record of productivity (described immediately above) and the merit of the proposal. In the case of applications of equal merit, the Subcommittee will take into account performance on previous sabbaticals, length of service since last sabbatical leave, and seniority, in priority order.

Department Review Committee:

Each department shall select a Committee to assist in the sabbatical recommendation and/or non-recommendation function. The Department Review Committee (DRC) shall consist of at least three (3) members.

The manner of selection shall be determined by the faculty members in each department. If necessary or desirable, as determined by the department or President (or designee), individuals from the same or within related disciplines, mutually acceptable to the faculty member, department, and university who are from outside the department or the university may be used in the review process.

Where a mutually acceptable individual cannot be agreed upon, the President (or designee) shall provide the faculty member and the department with a list containing the names of at least three (3) individuals who have qualifications relevant for evaluating the proposal.

The faculty member shall have three (3) working days in which to select one individual from this list. If the faculty member fails to make a selection within the three (3) day period, the President (or designee), in consultation with the Department Chair and the department, shall designate one individual from this list to serve on the DRC.

No faculty member or member of his/her immediate family (husband, wife, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law) shall serve as a Committee member on the applicant's own review Committee. Faculty Development and Sabbatical Subcommittee members shall not serve on a DRC.

Each department shall determine the rules and procedures under which the DRC will operate. Such rules and procedures shall be specified in writing by the department prior to the commencement of the sabbatical application review process.

Provost Change in Rank Order:

If the Provost of the University desires to change the recommendations and/or rankings from the Faculty Development and Sabbatical Subcommittee, written explanation will be provided to that Committee.

Appeals by Applicants:

If an application for sabbatical leave receives a negative recommendation at any level of the process, the Faculty Member may submit a written rebuttal to the next level. In addition, a negative recommendation by the Provost may be appealed to the Faculty Appeals Committee. Ultimately, however, the decision to award sabbatical leave rests with the President of the Institution.

Sabbatical Report:

Within the academic year following the sabbatical, the faculty member shall submit a written report to the President, the Provost, and the Faculty Development and Sabbatical Subcommittee describing accomplishments of the sabbatical. Faculty members are encouraged to present accomplishments of their sabbatical to the University community.

ASSIGNED TIME GRANTS

Assigned Time Grants are designed to provide faculty with time during the Fall or Spring semesters to be involved in innovative projects in the areas of teaching improvement, academic achievement, or University/community service. Although it is not the intent to restrict applications, certain themes may be established by the Faculty Development and Sabbatical Subcommittee as areas of special interest for the year. Community service projects must be related to the faculty member's role as a representative of an academic profession and the University. New initiatives are favored as opposed to ongoing or continuing projects. The number of assigned time grants awarded is determined by the fiscal year budget allocation. The academic department is reimbursed for the actual cost of replacing one grantee for a one-fourth workload (typically one course). Normally, additional funding for project expenses is provided. Grantees are encouraged to seek departmental support for incidental project expenses. Except in unusual circumstances, the grantee's total workload may not exceed the standard workload during the period of the grant. The Faculty Development and Sabbatical Subcommittee solicits and evaluates proposals for assigned time grants. A list of successful applicants and their project titles is distributed to the faculty and staff soon after the selections are made. Files of successful and unsuccessful proposals are located in the Office of Research and Sponsored Programs.

ELIGIBILITY: All full time faculty members are eligible.

APPLICATION PROCEDURES: Calls for applications are sent to the faculty by the Office of Sponsored Research and Programs during the first week in February for Fall grants and the first week in September for Spring grants. The application includes the following elements:

- ?? Specification of category (teaching improvement, academic achievement, university/service)
- ?? Title
- ?? Statement of objectives
- ?? Brief description of activities with timeline
- ?? Statement of impact on applicant's professional development
- ?? Statement of benefit to FSU
- ?? Description of the applicant's workload for the semester that the grant is in effect
- ?? Statement from the department chair indicating how the one-fourth workload will be covered
- ?? List of titles and dates of previous faculty development grants.

The original and six copies of the application must be submitted to the Office of Research and Sponsored Programs. Deadlines are announced in the call for applications. The application deadline is usually the first week of March for Fall grants and during the first week of October for Spring grants. Applicants are notified of the Subcommittee's decision within a few weeks after the application deadline.

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews and selects Assigned Time Grant recipients. Subcommittee members who have submitted applications may not participate in the selection process. When necessary, to achieve a sufficient number of evaluators and/or to provide expertise, the Subcommittee may appoint additional faculty members to be involved in the review and selection process. Criteria for selection include:

- ?? Potential for impact on applicant's professional development
- ?? Benefit to FSU
- ?? Clarity of proposal
- ?? Performance on previous faculty development grants
- ?? Time elapsed since last faculty development grant
- ?? Relationship to designated priority areas (if applicable)

Generally, if proposals are of comparable quality, preference is given to applicants who have not had recent grants or stipends.

PROJECT REPORT: Upon completion of the project, a final report must be submitted to the Office of Research and Sponsored Programs. The final report should include a summary of project activities and statement of the degree to which objectives were achieved, how the project contributed to the professional development of the faculty member, and how the project benefited FSU. Faculty members are not eligible for subsequent faculty development fund if they fail to submit a final report. Final reports are kept on file, along with the original proposal, in the Office of Research and Sponsored Programs. Grantees may be asked to present a summary of the project to the University community.

FSU FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE**ASSIGNED TIME GRANT APPLICATION FORM**

(Please **type** and submit **original plus six copies**)

DATE: _____

NAME: _____ SOCIAL SECURITY #: _____

DEPARTMENT: _____ OFFICE PHONE: _____

FOR: _____ FALL
_____ SPRINGCATEGORY: _____ TEACHING IMPROVEMENT
_____ ACADEMIC ACHIEVEMENT
_____ UNIVERSITY / COMMUNITY
SERVICEPROJECT TITLE:

_____OBJECTIVES:

_____**BRIEF DESCRIPTION OF ACTIVITIES, WITH TIMELINE:***(Please be concise, but continue on back if necessary)*

STATEMENT OF BENEFIT TO FSU:

PREVIOUS FACULTY DEVELOPMENT GRANTS:

<u>TYPE OF GRANT</u>	<u>TITLE</u>	<u>DATE</u>
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SCHEDULE WORKLOAD FOR SEMESTER IN WHICH ASSIGNED TIME IS REQUESTED:

(Please circle course/assignment for which assigned time is being requested.)

<u>COURSE / ASSIGNMENT</u>	<u>CREDIT / CREDIT EQUIVALENT</u>
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DEPARTMENT CHAIR APPROVAL:

One-fourth workload for applicant will be covered as follows:

Department Chair Signature

PROJECT GRANTS

Project Grants are designed to provide individual faculty members, departments, or groups of faculty members with funding to carry out projects in the categories of teaching improvement, academic achievement, or University/community service. Although it is not the intent to limit applications, certain themes may be established by the Subcommittee as areas of special interest for the year. Community service projects must be related to the faculty member's role as a representative of an academic profession and the University. New initiatives are favored as opposed to ongoing or continuing projects. The number of grants awarded is determined by the fiscal year budget allocation. Projects are typically undertaken during the academic year and may be completed during the summer. Funds may be used for supplies, materials, services (including undergraduate and graduate assistants), equipment, and travel expenses directly related to the project. Miscellaneous office supplies, conference fees, and stipends for faculty generally are not supported. Normally grant funding is in the range of \$300 to \$1500. Small grants are favored so that a larger number of faculty members can be involved. Applicants are encouraged to use multiple sources of funding for their projects. When appropriate, applicants may be asked to accept reduced funding for their projects. All expenditures must be made in accordance with state and University budget procedures and must meet University deadlines for encumbrance and payment within the fiscal year of the grant. Projects that involve the use of animals must be approved by the FSU Institutional Animal Care and Use Committee before a project begins. Projects that involve the use of humans as participants in research must be approved by the FSU Institutional Review Board before a project begins.

ELIGIBILITY: All full time faculty members are eligible. Departments or groups of faculty members are also eligible.

APPLICATION PROCEDURES: A call for applications is sent to all faculty by the Office of Sponsored Research and Programs during the first week in September for the current academic year. The application includes the following elements:

- ?? Specification of category (teaching improvement, academic achievement, university/department/community service)
- ?? Title
- ?? Statement of objectives
- ?? Brief description of activities with timeline
- ?? Statement of impact on applicant's professional development
- ?? Statement of benefit to FSU
- ?? Itemized budget
- ?? List of titles and dates of previous faculty development grants.

The original and six copies of the application must be submitted to the Office of Research and Sponsored Programs. Deadlines are announced in the call for applications. The application deadline is typically during the first week in October. In the event that residual funds are available, an additional call for applications may be made in the spring

semester. Applicants are notified of the Subcommittee's decision within a few weeks after the application deadline.

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews and selects proposals for project grants. Subcommittee members who have submitted applications may not participate in the selection process. When necessary, to achieve a sufficient number of evaluators and/or to provide expertise, the Subcommittee may appoint additional faculty members to be involved in the review and selection process. Criteria for selection include:

- ?? Potential for impact on applicant's professional development
- ?? Benefit to FSU
- ?? Clarity of proposal
- ?? Performance on previous faculty development grants
- ?? Time elapsed since last faculty development grant
- ?? Relationship to designated priority areas (if applicable)
- ?? Potential for generating a grant proposal for external funding
- ?? Appropriateness of budget for project objectives

Generally, if proposals are of comparable quality, preference is given to applicants who have not had recent grants or stipends.

BUDGET PROCEDURES: FSU accounting procedures and forms must be used for all project expenditures. Grantees will be given specific information regarding procedures for using project funds.

PROJECT REPORT : Upon completion of the project, a final report must be submitted to the Office of Research and Sponsored Programs. The final report should include a summary of project activities summarizing the achievement of objectives, contribution to the professional development of the faculty member, and benefit to FSU. Faculty members are not eligible for subsequent faculty development funds if they fail to submit a final report. Final reports are kept on file, along with the original proposal, in the Office of Research and Sponsored Programs. Grantees may be asked to present a summary of the project to the university community.

FSU FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE**PROJECT GRANT APPLICATION**
(Please **type** and submit **original plus six copies**)

DATE: _____

NAME: _____ SOCIAL SECURITY #: _____

DEPARTMENT: _____ OFFICE PHONE: _____

CATEGORY: ___ TEACHING IMPROVEMENT
 ___ ACADEMIC ACHIEVEMENT
 ___ UNIVERSITY / COMMUNITY SERVICE_____
PROJECT TITLE:_____
OBJECTIVES:_____
BRIEF DESCRIPTION OF ACTIVITIES, WITH TIMELINE:*(Please be concise, but continue on back if necessary.)*

STATEMENT OF BENEFIT TO FSU:

ITEMIZED BUDGET:

PREVIOUS FACULTY DEVELOPMENT GRANTS:

TYPE OF GRANT

TITLE

DATE

SUMMER STIPENDS

Summer Stipends are designed to provide funding for faculty members to work intensively on a faculty development project during the summer. Successful applicants receive a \$2250 stipend for the completion of a project in the area of teaching improvement, academic achievement, or University/community service. Community service projects must be related to the faculty member's role as a representative of an academic profession and the University. New initiatives are favored as opposed to ongoing or continuing projects. The number of summer stipends awarded is determined by the fiscal year budget allocation. Normally additional funding for project expenses is not provided. Grantees should seek departmental funds for incidental project expenses. Grantees are expected to complete their projects before the beginning of the academic year. The Subcommittee solicits and evaluates proposals for summer stipends. A list of successful applicants and their project titles is distributed to the faculty and staff soon after the selections are made. Files of successful and unsuccessful proposals are located in the Office of Research and Sponsored Programs. Projects that involve the use of animals must be approved by the FSU Institutional Animal Care and Use Committee before a project begins. Projects that involve the use of humans as participants in research must be approved by the FSU Institutional Review Board before a project begins.

ELIGIBILITY: All fulltime continuing faculty members are eligible.

APPLICATION PROCEDURES: A call for applications is sent to all faculty during the first week in February. The application includes the following elements:

- ?? Specification of category (teaching improvement, academic achievement, University/community service)
- ?? Title
- ?? Statement of objectives
- ?? Brief description of activities with timeline
- ?? Statement of impact on applicant's professional development
- ?? Statement of benefit to FSU
- ?? List of titles and dates of previous faculty development grants

The original and six copies of the application must be submitted to the Office of Research and Sponsored Programs. Deadlines are announced in the call for applications. The application deadline is typically during the first week in March. Applicants are notified of the Subcommittee's decision within a few weeks after the application deadline.

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews and selects summer stipend recipients. Subcommittee members who have submitted applications may not participate in the selection process. When necessary, to achieve a sufficient number of evaluators and/or to provide expertise, the Subcommittee may appoint

additional faculty members to be involved in the review and selection process. Criteria for selection include:

- ?? Potential for impact on applicant's professional development
- ?? Benefit to FSU
- ?? Clarity of proposal
- ?? Performance on previous faculty development grants
- ?? Time elapsed since last faculty development grant
- ?? Relationship to designated priority areas (if applicable)
- ?? Potential for generating a grant proposal for external funding

Generally, if proposals are of comparable quality, preference is given to applicants who have not had recent grants or stipends.

PROJECT REPORT : Upon completion of the project, a final report must be submitted to the Office of Research and Sponsored Programs. The final report should include a summary of project activities summarizing the achievement of objectives, contribution to the professional development of the faculty member, and benefit to FSU. Faculty members are not eligible for subsequent faculty development funds if they fail to submit a final report. Final reports are kept on file, along with the original proposal, in the Office of Research and Sponsored Programs. Grantees may be asked to present a summary of the project to the University community.

PAYMENT OF STIPENDS: Stipends are paid in three equal installments during the summer. Faculty members should be aware that stipends are taxable income and are subject to various deductions.

FSU FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE

SUMMER STIPEND APPLICATION
(Please **type** and submit **original plus six copies.**)

DATE: _____

NAME: _____ **SOCIAL SECURITY #:** _____

DEPARTMENT: _____ **OFFICE PHONE:** _____

CATEGORY: _____ TEACHING IMPROVEMENT
_____ ACADEMIC ACCOMPLISHMENT
_____ UNIVERSITY/COMMUNITY SERVICE

PROJECT TITLE:

OBJECTIVES:

BRIEF DESCRIPTION OF ACTIVITIES, WITH TIMELINE:

(Please be concise, but continue on back if necessary.)

STATEMENT OF BENEFIT TO FSU:

PREVIOUS FACULTY DEVELOPMENT GRANTS:TYPE OF GRANTTITLEDATE

WORKSHOP/SPEAKER GRANTS

Grants are available to bring persons with special expertise to campus for the purpose of conducting workshops or making presentations on topics of general interest to the University community. Workshops/speakers that are more discipline oriented should be funded through schools or departments. Although it is not the intent to limit applications, certain themes may be established by the Subcommittee as areas of special interest for the year. Funds may be provided for the visitor's travel, lodging, and meal costs as well as an honorarium. Refreshments and minor expenses related to the event are not supported. Normally grant funding is in the range of \$300 to \$1500. Small grants are favored so that a larger number of proposals can be funded. Applicants are encouraged to seek multiple sources of funding for major events. When appropriate, applicants may be asked to accept reduced funding for their projects. All expenditures must be made in accordance with state and University budget procedures and must meet University deadlines for encumbrance and payment within the fiscal year of the grant. Faculty receiving these grants are expected to make all arrangements for the event, including coordination of dates with the University calendar. The number of grants awarded is determined by the fiscal year budget allocation and consideration of how many such events are appropriate for the University calendar in that year.

ELIGIBILITY: All full time faculty members are eligible. Departments or groups of faculty members are also eligible.

APPLICATION PROCEDURES: A call for applications is sent to all faculty by the Office of Sponsored Programs and Research during the first week of March for Fall Workshop/Speaker grants and the first week in September for Spring Workshop/Speaker Grants.

The application includes the following elements:

- ?? A brief description of the workshop or presentation
- ?? A biographical sketch of the proposed presenter(s)
- ?? A statement of relevance of the topic to the University community
- ?? Date of the workshop or presentation
- ?? Proposed location of presentation
- ?? An itemized budget
- ?? List of titles and dates of previous faculty development grants
- ?? The name, social security number, and home address of each presenter or speaker

The original and six copies of the application must be submitted to the Office of Research and Sponsored Programs. The application deadline is typically during the second week in April for Fall Workshop/Speaker Grants and the first week in October for the Spring Workshop/Speaker Grants. In the event that residual funds are available, an additional deadline may be established early in the spring. Applicants are notified of the Subcommittee's decision within a few weeks after the application deadline.

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews and selects proposals for Workshop/Speaker Grants. Subcommittee members who have submitted

applications may not participate in the selection process. When necessary, to achieve a sufficient number of evaluators and/or to provide expertise, the Subcommittee may appoint additional faculty members to be involved in the review and selection process.

Criteria for selection include:

- ?? Qualifications/professional reputation of proposed presenter(s)
- ?? Evidence of planning/organization of event
- ?? Relevance of topic to the University community
- ?? Potential level of participation
- ?? Performance on previous faculty development grants
- ?? Clarity of proposal
- ?? Budget

Generally, if proposals are of comparable quality, preference is given to applicants who have not had recent grants.

BUDGET PROCEDURES: FSU accounting procedures and forms must be used for all project expenditures. Grantees will be given specific information regarding procedures for using project funds.

PROJECT REPORT : Upon completion of the project, a final report must be submitted to the Office of Research and Sponsored Programs. The final report should include a summary of project activities summarizing the achievement of objectives, contribution to the professional development of the faculty member, and benefit to FSU. Faculty members are not eligible for subsequent faculty development funds if they fail to submit a final report. Final reports are kept on file, along with the original proposal, in the Office of Research and Sponsored Programs. Grantees may be asked to present a summary of the project to the university community.

FSU FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE**WORKSHOP/SPEAKER GRANT APPLICATION**

(Please **type** and submit **original plus six copies.**)

DATE: _____

NAME: _____ SOCIAL SECURITY #: _____

DEPARTMENT: _____ OFFICE PHONE: _____

TITLE OF EVENT: _____

DATE(S) OF EVENT: _____

PROPOSED PLACE OF EVENT: _____

BRIEF DESCRIPTION OF EVENT: _____

BIOGRAPHICAL SKETCH OF PRESENTER

(Include *name, home address, and social security #*)

STATEMENT OF RELEVANCE TO THE UNIVERSITY COMMUNITY:

DETAILED BUDGET:

Lodging: ____ No. of days @ _____ = _____

Meals: ____ No. of days @ _____ = _____

Transportation:
Method of Travel (_____)

Honorarium: _____ days @ _____ = _____

Other (Specify): _____

TOTAL REQUEST _____

PREVIOUS FACULTY DEVELOPMENT GRANTS:

TYPE OF GRANT

TITLE

DATE

FACULTY LECTURE SERIES

The Faculty Lecture Series is designed to provide opportunities for the University community and area residents to hear FSU faculty make presentations in their areas of expertise or experience. This lecture series is a showcase for faculty talent and creativity. Lectures are intended to be for a general audience rather than excessively technical in nature. Creativity in method of presentation is encouraged (use of audiovisual, media, audience participation, etc.). The lectures are approximately one hour in length. Stipends are awarded to those selected. The faculty member provides a written copy of the lecture, which may be included in a publication of the Faculty Lecture Series. The Faculty Member handles publicity and arrangements for the lectures. Appropriate credit must be given the funding agency (i.e., Faculty Development and Sabbatical Subcommittee) in all announcements of this event.

ELIGIBILITY: All full time faculty members are eligible.

APPLICATION PROCEDURES: A call for applications and nominations for faculty lectures is sent to all faculty by the Office of Sponsored Programs and Research, typically during the first week in March for the following academic year. The application should include the following elements:

- ?? An abstract of the lecture (approximately 200 words)
- ?? A brief biographical sketch
- ?? A statement of relevance to the University community and area residents
- ?? A list of titles and dates of previous faculty lectures

The original and six copies of the application must be submitted to the Office of Research and Sponsored Programs. In the event that residual funds are available and the schedule of lectures is not complete, an additional deadline may be established in the spring semester. Applicants will be notified of the Subcommittee's decision within a few weeks after the application deadline.

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews and selects faculty lecture series recipients. Subcommittee members who have submitted applications may not participate in the selection process. Criteria for selection include:

- ?? Potential interest to University community/area residents
- ?? Creativity in proposed method of presentation
- ?? Clarity of proposal
- ?? Diversity of lecture topics for the year

Generally, if proposals are of comparable quality, preference is given to applicants who have not previously given faculty lectures.

FSU FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE**FACULTY LECTURE SERIES APPLICATION****DATE:** _____**NAME:** _____ **SOCIAL SECURITY #:** _____**DEPARTMENT:** _____ **OFFICE PHONE:** _____**PREFERRED LECTURE DATE:** ___ SEPTEMBER ___ OCTOBER
 ___ FEBRUARY ___ APRIL_____
TITLE OF LECTURE:_____
LOCATION OF LECTURE:_____
BRIEF ABSTRACT OF LECTURE: *(Important for Publicity Purposes!)*_____
BRIEF BIOGRAPHICAL SKETCH AND BACKGROUND IN LECTURE TOPIC:
(To be included in program)

STATEMENT OF RELEVANCE OF TOPIC TO UNIVERSITY COMMUNITY/AREA RESIDENTS:

LIST OF PREVIOUS PUBLICATIONS AND PRESENTATIONS ON TOPIC:
(Complete bibliographic citation preferred)

AUDIO VISUAL OR OTHER SPECIAL REQUIREMENTS FOR LECTURE:

PREVIOUS FACULTY LECTURES:

TITLE

DATE

CONFERENCE PRESENTATION GRANTS

Conference Presentation Grants are made available to support professional development by helping to defray the costs of presenting (e.g., discussant, poster, paper, etc.) at a regional, national or international professional conference. Applicants must present at the conference. The grant is not meant to support only attendance at a conference. Successful applicants may receive up to \$1000. The number of grants awarded and grant amounts are determined by the fiscal year budget allocation. Funding is for applicants who have presented at a conference the same fiscal year (July through June) that the grant is awarded. Funds must be used to defray presentation costs including: a) conference registration fee, b) travel expenses, c) lodging and d) food (see Conference Presentation Grant Application Form). Stipends for faculty are not supported by this type of grant. All expenditures and reimbursement must be made in accordance with state and University budget procedures and must meet University deadlines for encumbrance and payment within the fiscal year of the grant.

ELIGIBILITY: All full-time continuing faculty members are eligible. Faculty may apply for a Conference Presentation Grant for a conference that they have already attended or one that they plan to attend that occurs after the application deadline. **HOWEVER**, all requests must be for a conference attended in the current fiscal year (July through June).

APPLICATION PROCEDURES: A call for applications is sent to all faculty by the Office of Sponsored Research and Programs the first week of February. The application includes the following elements:

- a) Completion of the Conference Presentation Grant Application Form
- b) Documentation of presentation acceptance (a copy of the acceptance letter and/or copy of conference proceedings listing the presentation)
- c) Documentation of expenses (copies)

The original and six copies of the application must be submitted to the Office of Research and Sponsored Programs. Deadlines are announced in the call for applications. The application deadline is usually the first week of March. Applicants are notified of the Subcommittee's decision within a few weeks after the application deadline.

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews proposals and selects Conference Presentation Grant recipients. Subcommittee members who have submitted applications may not participate in the selection process. When necessary to achieve a sufficient number of evaluators and/or to gain appropriate expertise, the Subcommittee may appoint additional faculty members to be involved in the review and selection process. Criteria for selection include:

- ?? Potential impact on applicant's professional development
- ?? Clarity of application
- ?? Benefit to FSU

BUDGET PROCEDURES: FSU accounting procedures and forms must be used for the expenditure of all grant funds. An applicant must provide proper documentation of conference presentation acceptance and related costs to be eligible for grant funds. No funds will be distributed without proper documentation, including original receipts and a completed Request for Travel and Expense Account Form.

FSU FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE

CONFERENCE PRESENTATION GRANT APPLICATION FORM

(Please **type** and submit **original and six copies.**)

DATE: _____

NAME: _____ **SOCIAL SECURITY #** _____

DEPARTMENT _____ **OFFICE PHONE** _____

ARE YOU A FULL-TIME FACULTY MEMBER? ___ YES ___ NO

ARE YOU PLANNING TO RETURN TO FSU NEXT ACADEMIC YEAR? __YES __NO

PRESENTATION TITLE : _____

NAME OF CONFERENCE: _____

CITY/STATE/COUNTRY CONFERENCE HELD: _____

DATE OF PRESENTATION_____ **DATES OF CONFERENCE** _____

STATEMENT OF IMPACT OF CONFERENCE PRESENTATION ON YOUR PROFESSIONAL DEVELOPMENT:

STATEMENT OF BENEFIT TO FSU:

CONFERENCE PRESENTATION EXPENDITURES:

1.	Conference Registration	\$ _____
2.	Travel Expenses to and from Conference	
	a) Plane	\$ _____
	b) Train	\$ _____
	c) Bus	\$ _____
	d) Car (refer to current mileage rate)	\$ _____
	e) Rental Car	\$ _____
3.	Lodging	
	Hotel \$ _____/night * Number of Nights _____	\$ _____
4.	Food \$ _____/day * Number of Days _____	\$ _____
	(refer to current per diem rate)	
5.	Miscellaneous	
	a) Parking at Hotel	\$ _____
	b) Parking at Airport	\$ _____
	c) Other (Explain)	\$ _____
	d) Other (Explain)	\$ _____
	TOTAL	\$ _____

Less Reimbursement Already Received and/or Encumbered/Allotted \$ _____

TOTAL REIMBURSEMENT REQUESTED \$ _____

If you have already received reimbursement for the conference (and/or money has already been encumbered/allotted), please delineate each source and amount of reimbursement received.

1. Source _____	\$ _____
2. Source _____	\$ _____
3. Source _____	\$ _____

Application Checklist

_____ Completed Conference Presentation Grant Application Form
(original and six copies)

_____ Documentation of Presentation Acceptance or Occurrence
(seven copies)

_____ Copies of Receipts (one copy of all receipts, originals not required)

Note: if you are applying for a conference that has not taken place yet, you will need to send a copy of receipts to the Office of Research and Sponsored Programs when you return from your trip.

PUBLICATION ASSISTANCE GRANTS

An important part of faculty development is publication of research and other scholarly efforts in refereed journals or other professional venues such as occur in the visual and performing arts. The purpose of Publication Assistance Grants is to help faculty defray the costs of these endeavors. Funds can be used to pay for manuscript preparation, page charges, reprints or similar costs. Faculty stipends cannot be paid with these funds nor will reimbursement for costs associated with conducting research or writing prior to a manuscripts' acceptance for publication.

ELIGIBILITY: All full-time continuing faculty members are eligible.

APPLICATION PROCEDURES: A call for applications is sent to all faculty by the Office of Sponsored Research and Programs during the first week in February. The application procedures include the following:

- ?? Completion of the Publication Assistance Grant Application Form
- ?? Documentation of acceptance of manuscript for publication
- ?? Documentation of expenses (Copy of Purchase Order).

The original and six copies of the application must be submitted to the Office of Research and Sponsored Programs. Deadlines are announced in the call for applications. The application deadline is usually the first week of March. Applicants are notified of the Subcommittee's decision within a few weeks after the application deadline

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews and selects Publication Assistance Grant recipients. Subcommittee members who have submitted applications may not participate in the selection process. When necessary, to achieve a sufficient number of evaluators and/or to provide expertise, the Subcommittee may appoint expertise; the Subcommittee may appoint additional faculty members to be involved in the review and selection process. Criteria or selection include:

- ?? Potential for impact on applicant's professional development
- ?? Clarity of application
- ?? Benefit to FSU
- ?? Performance on previous faculty development grants
- ?? Time elapsed since last faculty development grant

BUDGET PROCEDURES: FSU accounting procedures and forms must be used for all project expenditures. Grantees will be given specific information regarding procedures for using project funds.

FSU FACULTY DEVELOPMENT AND SABATTICAL SUBCOMMITTEE**PUBLICATION ASSISTANCE GRANT**(Please **type** and submit **original plus six copies**.)**DATE:** _____**NAME:** _____ **SOCIAL SECURITY #** _____**DEPARTMENT:** _____ **OFFICE PHONE:** _____**Manuscript Title:** _____
_____**Name of Journal/Book:** _____**Name of Publisher:** _____**Anticipated Date of Publication:** _____**Description of Cost:** _____**Reimbursement Requested:** _____

STATEMENT OF IMPACT ON YOUR PROFESSIONAL DEVELOPMENT

STATEMENT OF BENEFIT TO FSU

PREVIOUS FACULTY DEVELOPMENT GRANTS:TYPE OF GRANTTITLEDATE

UNDERGRADUATE RESEARCH PROJECT GRANTS

Undergraduate Research Project Grants are designed to encourage faculty to mentor undergraduate students in a new or ongoing research project during the summer. Students will serve as research assistants. Faculty are responsible for mentoring students in the research process and assisting them in preparation for a career in research and/or University teaching. Grants provide \$ 2250 for a faculty summer stipend, \$1000 for a student summer stipend and \$500 for research materials, travel and supplies. Due to the cost and competitiveness of this grant, the number awarded are likely to be very limited in any given year. Projects that involve the use of animals must be approved by the FSU Institutional Animal Care and Use Committee before a project begins. Projects that involve the use of humans as participants in research must be approved by the FSU Institutional Review Board before a project begins.

ELIGIBILITY: All full-time continuing faculty members are eligible .

APPLICATION PROCEDURES: A call for applications is sent to faculty during the first week in February. The application includes the following elements:

- ?? Project title
- ?? Statement of objectives
- ?? Brief description of activities with timeline
- ?? Statement of benefit to FSU
- ?? List of titles and dates of previous faculty development grants
- ?? Letter from student stating their commitment to report (note: if no student has been chosen, please describe student recruitment process on application)

The original and six copies of the application must be submitted to the Office of Research and Sponsored Programs. Deadlines are announced in the call for applications. The application deadline is usually the first week of March. Applicants are notified of the Subcommittee's decision within a few weeks after the application deadline.

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews and selects undergraduate research project grant recipients. Subcommittee members who have submitted applications may not participate in the selection process. When necessary, to achieve a sufficient number of evaluators and/or to provide expertise, the Subcommittee may appoint additional faculty members to be involved in the review and selection process. Criteria for selection include:

- ?? Potential for impact on applicants' professional development
- ?? Benefit to FSU
- ?? Clarity of Proposal
- ?? Need for undergraduate research student assistance
- ?? Performance on previous faculty development grants
- ?? Time elapsed since last faculty development grant

PROJECT REPORT: Upon completion of the project, a final report must be submitted to the Office of Research and Sponsored Programs. The final report should include a summary of project activities summarizing the achievement of objectives, contribution to the professional development of the faculty member, and benefit to FSU. Faculty members are not eligible for subsequent faculty development funds if they fail to submit a final report. Final reports are kept on file, along with the original proposal, in the Office of Research and Sponsored Programs. Grantees may be asked to present a summary of the project to the University community.

FSU FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE**UNDERGRADUATE RESEARCH PROJECT GRANT APPLICATION**

(Please **type** and submit **original plus six copies.**)

DATE. _____

FACULTY NAME: _____ SOCIAL SECURITY # _____

DEPARTMENT: _____ OFFICE PHONE _____

STUDENT NAME: _____ SOCIAL SECURITY # _____

MAJOR: _____ PHONE _____

ADDRESS: _____

IF NO STUDENT HAS BEEN IDENTIFIED, PLEASE DESCRIBE YOUR PLANS TO RECRUIT A STUDENT:

PROJECT TITLE:

OBJECTIVES:

BRIEF DESCRIPTION OF ACTIVITIES, WITH TIMELINE:

(Please be concise, but continue on back if necessary.)

STATEMENT OF BENEFIT TO FSU:

MATERIALS AND SUPPLIES BUDGET:

PREVIOUS FACULTY DEVELOPMENT GRANTS:

TYPE OF GRANT

TITLE

DATE

GRADUATE RESEARCH PROJECT GRANTS

Graduate Research Project Grants are designed to encourage faculty to mentor graduate students in a new or ongoing research project during the summer. Students will serve as research assistants. Faculty are responsible for mentoring students in the research process and assisting them in preparation for a career in research and/or University teaching. Grants provide \$ 2250 for a faculty summer stipend, \$1000 for a student summer stipend and \$500 for research materials, travel and supplies. Due to the cost and competitiveness of this grant, the number awarded are likely to be very limited in any given year. Projects that involve the use of animals must be approved by the FSU Institutional Animal Care and Use Committee before a project begins. Projects that involve the use of humans as research participants must be approved by the FSU Institutional Review Board before a project begins.

ELIGIBILITY: All full-time continuing faculty members are eligible.

APPLICATION PROCEDURES: A call for applications is sent to faculty during the first week in February. The application includes the following elements:

- ?? Project title
- ?? Statement of objectives
- ?? Brief description of activities with timeline
- ?? Statement of benefit to FS U
- ?? List of titles and dates of previous faculty development grants

The original and six copies of the application must be submitted to the Office of Research and Sponsored Programs. Deadlines are announced in the call for applications. The application deadline is usually the first week of March. Applicants are notified of the Subcommittee's decision within a few weeks after the application deadline.

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews and selects graduate research project grant recipients. Subcommittee members who have submitted applications may not participate in the selection process. When necessary, to achieve a sufficient number of evaluators and/or to provide expertise, the Subcommittee may appoint additional faculty members to be involved in the review and selection process. Criteria for selection include:

- ?? Potential for impact on applicants' professional development
- ?? Benefit to FSU
- ?? Clarity of Proposal
- ?? Need for graduate research student assistance
- ?? Performance on previous faculty development grants
- ?? Time elapsed since last faculty development grant

PROJECT REPORT: It is expected that the research conducted may produce publications and/or presentations for future consideration. Upon completion of the summer project, a final report must be submitted to the Office of Research and Sponsored Programs. The final report should include a summary of project activities, implications for continued research and a statement of how the project benefits FSU. Final reports are kept on file in the Office of Research and Sponsored Programs. Grantees (faculty and student) are encouraged to present an oral summary of their research project to the University community.

FSU FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE**GRADUATE RESEARCH PROJECT GRANT APPLICATION**

(Please **type** and submit **original plus six copies.**)

DATE _____

FACULTY NAME: _____ SOCIAL SECURITY # _____

DEPARTMENT: _____ OFFICE PHONE _____

STUDENT NAME: _____ SOCIAL SECURITY # _____

MAJOR: _____ PHONE _____

ADDRESS: _____

IF NO STUDENT HAS BEEN IDENTIFIED, PLEASE DESCRIBE YOUR PLANS TO RECRUIT A STUDENT:

PROJECT TITLE:_____
OBJECTIVES:_____
BRIEF DESCRIPTION OF ACTIVITIES, WITH TIMELINE:

(Please be concise, but continue on back if necessary.)

STATEMENT OF BENEFIT TO FSU:

MATERIALS AND SUPPLIES BUDGET:

PREVIOUS FACULTY DEVELOPMENT GRANTS:

TYPE OF GRANT

TITLE

DATE

FACULTY ACHIEVEMENT AWARDS

Each year, Faculty Achievement Awards are presented to individual faculty in each of three categories: teaching, academic accomplishment and University/community service. The awards represent peer recognition of outstanding performance in each of the award categories. The award winners receive individual plaques and cash awards of \$1000 provided by the FSU Foundation. The names of the award winners are placed on a plaque in the Hitchins Building.

ELIGIBILITY: All full-time faculty members who have not won an award in the category of nomination for the previous three years are eligible.

NOMINATION PROCEDURES: A call for nominations is sent to all faculty during the first week in February. Nominations may be submitted for any category by the faculty member in his or her own behalf, by another faculty member, or by an academic department through a process developed by the department. Nominations for the University/community service award may be submitted by administrators. Only individual applications/nominations are accepted. Nomination forms are included in this handbook. In addition to the nomination form, supporting materials should be submitted as indicated in the following paragraphs. Although primary consideration is given by the Subcommittee to materials representing performance during the past three years, previous accomplishments and contributions will be considered as well. Given the supporting materials required, it is usually expedient for nominees to participate fully in the nomination process. Incomplete nominations are severely disadvantaged and nominees are not considered without their written consent. While complete nominations are required, nominators should not overwhelm the Subcommittee with a volume of supporting materials.

Nominations in the **teaching category** should include copies of reports of student evaluations, departmental rating of teaching and overall rating of teaching to be taken from the faculty evaluation system, sample course materials, letters of support and a self-statement from the nominee. .

Nominations in the **academic accomplishment category** should include letters of support, a self-statement from the nominee, reprints of publications, a list of external grant proposals submitted and awards received, or other tangible evidence of scholarly or creative accomplishments. The nominee should provide all appropriate relevant supporting materials.

Nominations in the **University/community service category** should include letters of support, a self-statement from the nominee, and summaries of the nominee's specific contributions. Contributions include service to the department, the University, and the community. Preferably the community service would be in connection with the faculty member's professional role.

Nominees must be at least “effective and competent” in all categories of the faculty evaluation system: teaching, academic achievement, and service, in order to be considered for an award.

The original and six copies of the nomination form and one copy of each of the supporting materials must be submitted to the Office of Research and Sponsored Programs by the first week in March.

SELECTION PROCEDURES AND CRITERIA: The Subcommittee reviews the nominations and determines the winners in each category and recommends them to the FSU Foundation Awards Committee. If circumstances warrant, the Subcommittee may recommend that an award be shared by two faculty members. The Subcommittee Chair forwards the names of award winners to the Provost in time for them to be included in the program for the Spring Honors Convocation. Award winners are notified by the Provost.

Criteria for selection in the **teaching** category include:

- ?? Evidence of unique contributions to teaching as reflected in supporting materials
- ?? Must have received “outstanding” recommendations for teaching
- ?? Evidence of effective and engaging rapport with students.

Criteria for selection in the **academic achievement** category include significance of accomplishment as documented by:

- ?? National/regional/local impact and quality and quantity of accomplishments
- ?? Evidence of contribution of knowledge to the discipline
- ?? Record of scholarly productivity
- ?? Evidence of sustained academic growth and development

Criteria for selection in the **University/community service** category include:

- ?? Quality and quantity of service beyond the normal expectations for a faculty member, as assessed in the supporting materials
- ?? Record of sustained service
- ?? Evidence of short and long term impact of service activities

**FSU FACULTY DEVELOPMENT AND SABBATICAL SUBCOMMITTEE
FACULTY ACHIEVEMENT AWARD NOMINATION FORM**

(Please **type** and submit **original plus six copies** of this form.)

DATE: _____
NAME OF NOMINEE: _____
NAME OF NOMINATING PERSON (if applicable): _____
ACCEPTANCE OF NOMINATION: _____
NAME AS IT SHOULD APPEAR ON A PLAQUE IF AWARDED: _____

AWARD CATEGORY: ___ TEACHING
 ___ ACADEMIC ACCOMPLISHMENT
 ___ UNIVERSITY/COMMUNITY SERVICE

FACULTY EVALUATION RATINGS (FOR THE PAST THREE YEARS):

	20__	20__	20__
TEACHING (Job Performance for Faculty Librarians)	___	___	___
UNIVERSITY/DEPARTMENT/COMMUNITY SERVICE	___	___	___
PROFESSIONAL DEVELOPMENT/SERVICE	___	___	___

TEACHING/JOB PERFORMANCE (*Original plus six copies*)

TEACHING

Original plus six copies:

- ___ Nominee's self-statement
- ___ Letters of support/nomination
- ___ Curriculum Vitae
- ___ Department's evaluation letter over the past three years
- ___ Copy of department's course and instructor rating form

One copy only:

- ___ Syllabus of each course taught
- ___ Other course materials
- ___ Student evaluation materials (optional) for three years
- ___ Evidence of student work

ACADEMIC ACCOMPLISHMENT (*Original plus six copies*)

- ___ Curriculum Vitae
- ___ Nominee's self-statement
- ___ Letters of support/nomination
- ___ Faculty evaluation information
- ___ One copy of each scholarly or creative work

UNIVERSITY/COMMUNITY SERVICE (*Original plus six copies*)

- ___ Curriculum Vitae
- ___ Nominee's self-statement
- ___ Letters of support/nomination
- ___ Faculty evaluation report
- ___ Other (_____)
- ___ Other (_____)

PREVIOUS FACULTY ACHIEVEMENT AWARDS

CATEGORY

YEAR

GRANT PROPOSAL INCENTIVE FUND

Developing and writing a competitive grant proposal requires considerable time and resources. The Grant Proposal Incentive Fund (GPIF) provides support to FSU faculty and administrators to develop a grant proposal for submission to an external funding agency/organization. GPIF support can be used for seed money to conduct preliminary research that will serve as the basis for proposals and for proposal development and writing. Specifically, funds may be used for assigned time during the academic year, summer stipends, travel, materials and supplies, equipment, computer services, consultant services, and other justifiable expenses.

Award amount: The amount of a GPIF award is determined by the need of the applicant and the amount of support to be requested from an external funding agency.

Requirements of the award: Submission of a grant proposal to an external funding agency within one year of receipt of a GPIF award.

Eligibility: All full-time FSU faculty and administrators.

Application procedures: Faculty and staff may apply throughout the year. A completed, original application and 6 copies should be sent to the Office of Research and Sponsored Programs, 511 Ort Library. Applications will be reviewed within four weeks of receipt. Funding decisions are made jointly by the Director of Research and Sponsored Programs and the Faculty Development and Sabbatical Subcommittee.

Selection criteria:

1. Merits of the proposed project.
2. Benefits of the proposed project to the individual and to FSU.
3. Likelihood that the applicant will submit a grant proposal to an external funding agency within one year of receiving a GPIF award.
4. Professional background and experience of the applicant.
5. Suitability of the proposed project to the intended funding agency/organization.
6. Clarity and organization of the proposed project.



**FROSTBURG STATE UNIVERSITY
GRANT PROPOSAL INCENTIVE FUND APPLICATION**

Name:

Department:

Title:

Phone:

Email:

Project Title:

Intended funding agency/organization and anticipated submission deadline:

Have you ever developed, written and submitted a grant proposal?

Project Description: Provide a clear statement of the work to be undertaken. Outline the general plan of work including the broad design of activities to be undertaken. If funds will be used to support preliminary research you must provide objectives, expected significance, relationship to the present state of knowledge in the field (including literature citations), and details of your experimental methods and procedures (4 page limit).

Benefits: Describe how this project, if funded, will benefit your teaching, scholarship, service program and how it will benefit FSU.

Biographical Sketch: Provide information about your professional/academic appointments, noteworthy achievements, a list of previous external grants received (name of agency, amount awarded and period of support) including current and pending support, a list of grant proposals submitted but not funded, and a list of relevant publications if any.

Facilities, equipment and other resources: Describe in detail the existing facilities, equipment and resources you have to support this project.

Budget and budget justification: A detailed itemized budget of anticipated expenses is required. A justification (narrative) is also required to explain the need for these expenses.

References: Please provide the names and contact information for 2 colleagues who are qualified to assess your ability to develop, write and submit a grant proposal to an external funding agency.

**PLEASE SUBMIT AN ORIGINAL AND SIX COPIES TO THE OFFICE OF
RESEARCH AND SPONSORED PROGRAMS, 511 ORT LIBRARY.**

UNIVERSITY SYSTEM OF MARYLAND FACULTY DEVELOPMENT FUND GRANTS

The Chancellor is supportive for the need to provide system wide opportunities for faculty development. To that end, the Chancellor has made \$15,000 available through the University System of Maryland (USM) Faculty Development Fund. Given the limited amount of funding, the average amount of each grant is expected to be in the range of \$1,000 to \$1,500—depending on the total number of applications received. It is administered through the Vice Chancellor for Academic Affairs at the recommendation of the USM Council of University System Faculty (CUSF) committee on Faculty Affairs.

The FSU Faculty Development Committee will submit qualified proposals to the Provost for a letter of endorsement.

Purpose: The USM Faculty Development Fund is available for projects that focus on faculty development. It is not primarily intended for curriculum development, and it does not provide stipends for USM faculty. Priority will be given to those projects planning to use the expertise and resources that exist within the USM institutions. Interinstitutional collaboration is encouraged. Topics from the Office of the Vice Chancellor for Academic Affairs are not necessarily the same from year to year and generally have a specific focus announced late January or early February. Examples of possible projects under the major topics are enclosed in the announcement from that office.

Eligibility: All full time faculty members are eligible.

Applications should include:

- ?? A project description
- ?? Calendar of activities
- ?? Expected outcomes.
- ?? Follow-up activities at respective institutions
- ?? Use of the project in the classroom and campus resources used.
- ?? Proposed budget.

Deadline for submission:

Submit the original application and six copies to the FSU Office of Research and Sponsored Programs by the last week of February. The FSU Faculty Development and Sabbatical Subcommittee will then review all applications and submit one to the Provost for his/her endorsement.

**UNIVERSITY SYSTEM OF MARYLAND
FACULTY DEVELOPMENT FUND
REQUEST FOR PROPOSAL**

Please limit your proposal to a maximum of three (3) pages. Please include a letter of endorsement from your chief academic officer or her/his designee.

Title: _____

Abstract (200-word maximum length)

Contact Person: _____

Address: _____

Telephone: _____

E-mail: _____

Institutions involved: _____

Project Description (Please attach additional sheet as necessary):

Purpose:

Implementation Plans:

Calendar of Activities:

Expected Outcome(s):

Significance:

Follow-up plans for the next academic year:

Budget:

- ?? Budget must be itemized.
- ?? The Faculty Development Fund is not intended to provide stipends to USM faculty, and priority is given to those projects planning to use expertise that exists within the USM institutions.
- ?? Honoraria for speakers from outside the USM are limited to \$200 each, and a request for outside speakers must be justified.
- ?? No funds may be used for the purchase of major equipment.

BOARD OF REGENTS' FACULTY AWARDS

Purpose of Awards

To recognize publicly distinguished performance on the part of faculty members and to place faculty achievements before the public on a regular basis, the Board of Regents shall bestow Regents' Faculty Awards. This award is the highest honor presented by the Regents to exemplary faculty members. Annually, up to fifteen awards shall be bestowed. Up to three awards each will be presented in five categories:

- ?? Teaching (presented to individual faculty members)
- ?? Scholarship, research, or creative activity (presented to individual faculty members)
- ?? Public service (presented to individual faculty members)
- ?? Mentoring (presented to individual faculty members)
- ?? Collaboration (presented to **teams** consisting of faculty members **from at least two University System of Maryland institutions**)

Each recipient of a teaching, scholarship/research/creativity, public service, or mentoring award receives a plaque and \$1,000. Each recipient of a collaboration award receives a plaque and a portion of the \$1,000 amount.

History of Awards

Regents' Faculty Awards have been presented annually since 1998.

Number of Awards to Institutions

At least one of the three awards for teaching; scholarship, research, or creative activity; public service; and mentoring shall be presented to faculty at BSU, CSC, FSU, SSU, TU, UB, UMES, or UMUC. At least one of the three awards in these categories shall be presented to faculty at UMB, UMBC, UMBI, UMCES, or UMCP.

To recognize collaboration involving faculty members at different USM institutions, the Board of Regents shall bestow a Regents' Faculty Award for Inter-USM-Campus Collaborative Work. Each year the Board of Regents shall make up to four awards to **teams** of faculty members who have made significant contributions in teaching; research, scholarship, or creative activity; public service; or mentoring. One award will be given in each of the four areas.

Time Table

Letters inviting nominations from institutions shall be mailed from the Chancellor's Office to Presidents of USM institutions during the fall of each year. Nominations will be due in the Chancellor's Office in December.

Awards Ceremony

Awards will be announced during the spring meeting of the Board of Regents with suitable ceremony and publicity, including descriptions of faculty achievements. Award recipients may be invited to address the Board.

Guidelines for Nominations

Nominations are to be made in the following categories, according to the mission of each institution:

- ?? Teaching—to be interpreted broadly enough to encompass all educational activities in the USM
- ?? Research, scholarship, or creative activity—to be interpreted broadly to include professional accomplishments in the nominee’s field and to encompass all fields in the USM
- ?? Public service—to include any activity other than teaching and research, scholarship, or creative activity that benefits the citizens of Maryland and of the nation or humanity in general (**Service to professional organizations and to USM institutions is excluded.**)
- ?? Mentoring—to be interpreted broadly enough to include a variety of activities that foster student development and attainment (**Direction of student research projects shall be considered under teaching rather than under mentoring.**)
- ?? Inter-USM-campus collaborative work—to include teaching, research, scholarship, or creative activity, and public service that involve faculty from at least two USM institutions

Eligibility

The nominee must meet all of the following criteria:

- ?? The faculty member must be currently employed by a USM institution that is located in the U.S.
- ?? An individual must have been a USM faculty member for at least five years.
- ?? The faculty member must have been employed by a USM institution while making the outstanding contributions on which the nomination is based.
- ?? The period of performance to be considered will be the three-year period ending on June 30 of the year in which the nomination is made.

Criteria for Awards

The nominee’s accomplishments must be characterized by the following:

- ?? The faculty member should have fulfilled ordinary obligations as indicated in the institution’s workload policy and as agreed upon by the

department/unit. Accomplishments for which he or she is nominated must clearly exceed ordinary expectations.

?? Achievements should be continuous in an academic field. Peers and/or the broader public must recognize the outstanding nature of the contributions.

PAID CONSULTANCIES ARE EXCLUDED FROM AWARD CONSIDERATION.

Descriptions of Achievement in Award Categories

Teaching Excellence: The nominee shall have demonstrated accomplishments in areas such as course development and pedagogy, faculty development, mentorship of faculty, direction of student research projects, and leadership in teaching improvement. The award recipient shall have succeeded in promoting measurable increases in student learning.

Research/Scholarship/Creative Activity Excellence: The nominee shall have shown evidence of exceptional scholarship, research, or creative accomplishments that extend or deepen the bounds of knowledge.

Excellence in Public Service: The nominee shall have contributed to the community through involvement in initiatives such as K-12 programs, clinical practice, and public policy. Supporting evidence should document the value of the public service. **Service to professional organizations and to USM institutions is excluded.**

Excellence in Mentoring: The nominee shall have demonstrated excellence in the mentoring of students. This can be demonstrated in several ways such as student career development, measurable improvement in areas such as retention and graduation rates, and improvement of post-baccalaureate progression rates or major-field or related-field employment rates. Supporting evidence should document the value of the mentoring. Testimony of current students and graduates is encouraged. **Direction of student research projects shall be considered under teaching rather than under mentoring.**

Excellence in Inter-USM-Campus Collaboration: Faculty members **from at least two USM institutions** shall have initiated the project and shall have participated in all phases.

Nominations

Institutional Faculty Nominating Committee: The institution's faculty governance structure shall designate an Institutional Faculty Nominating Committee (IFNC) that selects nominees for the Regents' Faculty Awards. Each institution may nominate up to one candidate per 200 (or part) eligible faculty. The IFNC shall send sufficient names in

each category to the President, who will make the final decision about the nominations that will be sent forth. Faculty nominees will represent their institutions and will be considered for awards along with other faculty from their own and other institutions.

Regents' Faculty Awards Committee: A Regents' Faculty Awards Committee (RFAC) shall be established during each spring semester; it shall include five USM faculty members and one USM staff member. The Council of University System Faculty (CUSF) will select at least two faculty members from different comprehensive institutions and at least two from different research institutions. CUSF will select one additional faculty member from either a comprehensive institution or a research institution. The RFAC shall receive nominations from the President of each institution and will recommend potential award recipients and ask the Regents to confirm these recommendations. Upon request, the Regents will be provided with the complete portfolio of each potential award recipient.

Application

A completed application will include the following:

- ?? Nomination letter from the President or designee indicating the reasons that the nominee deserves special recognition (The President is asked to submit a separate letter for each nominee.)
- ?? Two to four letters of recommendation (Letters of recommendation may be from persons at the nominee's institution or at other institutions. **At least one letter from the department chairperson or Dean should be submitted.** Telephone numbers and addresses of recommenders should be included so that the IFNC or the RFAC may communicate with them when necessary. Letters of recommendation will be available to all committees to facilitate decision-making and will not be considered confidential information.
- ?? Current and relevant resume of nominee
- ?? One-page essay from the nominee describing how he or she has contributed to excellence in the category of nomination
- ?? Certification form documenting employment history at the institution and fulfillment of the institution's workload policy in the areas of teaching (classroom and non-classroom); scholarship/research/creative activity; and service
- ?? Documentation of exemplary achievement (For the teaching category, documentation must include persuasive evidence of peer evaluation of teaching and student learning. For research, scholarship, or creative activity and for public service, no more than three letters of recommendation from qualified individuals external to the nominee's

institution should be submitted. For mentoring, no more than five letters from current and former students should be submitted.)

- ?? Additional supporting materials not to exceed fifteen pages (**Institutions should adhere to the page limit for additional materials. The RFAC will ask the USM Office of Academic Affairs to return packets for streamlining when they exceed 15 pages. Pages in each nomination packet should be numbered. Six three-hole punched copies should be submitted. Copies should not be stapled or bound.**)

RFAC's Recommendations and Board of Regents' Action

The RFAC will judge each nominee only on the basis of evidence contained in the portfolio. Personal knowledge of additional accomplishments in the award categories will not be considered. Members of the RFAC shall excuse themselves from the review of nominees when there is the appearance of conflict of interest.

The Board of Regents receives the RFAC's recommendations and determines the recipients of the Regents' Faculty Awards each year.

For a nomination-packet checklist and forms associated with the award, go to <http://www.usmd.edu/Leadership/USMOffice/AcademicAffairs/regfacawdfm.htm>

The WHYTECH Project

Established in 2000, the WHYTECH* project is designed to help all full- and part-time faculty adopt useful technology to improve the learning environment. In addition to helping you determine what services on campus are available to help you when you have technology-related problems, WHYTECH'S particular focus is on helping you apply computer-based technology in your classroom and on the web. WHYTECH supports Frostburg State University's commitment to excellence in teaching by providing faculty the opportunity to learn, investigate, and apply current and experimental technology to enhance instructional delivery. The WHYTECH staff works with faculty to: 1) design learning strategies and curriculum, and, 2) conduct training (large group, small group, and one-on-one) so that you can learn to use new technology applications that apply to teaching and learning in your discipline -- in the classroom and online.

Many faculty are interested in supplementing their courses with a web presence. WHYTECH aims to support faculty in this effort in a number of ways:

- ?? *Instructional design*: Thinking carefully about the design of learning and activities first is critical to the successful adaptation of technology.
- ?? *Website development*: Developing a course or program site to help students find information and communicate easily with you requires that you learn something about graphic design, navigational design, file management and an understanding of how to transfer web pages to a live site. WHYTECH offers related training and support, along with the Academic Computing staff.
- ?? *Blackboard*© is a "course management tool" (CMT) that provides great potential for an interactive, multimedia learning environment in which students communicate easily with each other, can contribute to the website, and can conveniently exchange materials with you and other students. The WHYTECH staff members provide training in the use of Blackboard, establish your new Blackboard courses, provide assistance to you and your students in your classroom when you are getting started, and develop materials that assist you and your students in learning how to use the program to your best advantage. Visit www.frostburg.edu/whytech and look for our Blackboard assistance page to request a new course and download helpful suggestions.
- ?? FSU has adopted *Microsoft Office* for widespread use on campus. WHYTECH offers training in this suite to the extent that it can be used to enhance the learning environment. Examples of workshops in this area include: using PowerPoint to guide cooperative learning, using Excel for

grading and building lists, and constructing electronic feedback on student papers with Word.

?? *Graphic design* and developing video and still images for presentation, the web and print materials have been popular interests of faculty.

WHYTECH regularly offers support and workshops on webpage design (using Macromedia Dreamweaver), developing graphics and saving to different formats (PhotoShop) and layout and design of fliers and handouts (using Microsoft Word and Adobe PDF Writer). The project also offers graphic design consulting services.

What does WHYTECH offer?

- ?? Over 80 workshops a year (varying in format from brown bag lunches to 3 hour, hands-on workshops)
- ?? Conferences
- ?? One-on-one help
- ?? Customized help for departments
- ?? Email and phone-based help
- ?? Graphic and instructional design consulting
- ?? Collaborative services and presentations with FSU's Center for Teaching Excellence

Contacting WHYTECH: Call us at extension 4046, email us at whytech@frostburg.edu, and visit us regularly at our website: <http://www.frostburg.edu/whytech>

- ?? Director: Dr. Marci McClive, Professor, Business Management
- ?? Associate Director and Technical Manager: Del Perdew
- ?? Training Manager and Blackboard Specialist: Pam Deering
- ?? Administrative Assistant: Mary Lou Dawson

***We'll Help You with TECHNOlogy**

THE CENTER FOR TEACHING EXCELLENCE

Dedicated to the pursuit of excellence in classroom instruction, **CTE** offers a variety of programs and resources to support instructional development devoted to teaching and student learning. The **CTE** sponsors a series of Brown Bag lunches, occasional workshops and presentations, and holds a small library of publications. The Center also sends a team of faculty to regional and national “Lilly Conferences on College Teaching.” For further information, contact Patricia Coward, 301-687-4696, pcoward@frostburg.edu