

Faculty Development Guidelines were approved by the committee for the next academic year. Our budget is still to be determined, but there will be \$4,000 available to be dispersed among adjunct faculty.

The Faculty Development Committee wants to encourage faculty to continue their research, attendance, and presentation at conferences, and other pertinent scholarly activity. Recently hired University of Findlay faculty are encouraged to apply for Faculty Development funding and to take advantage of conferences, seminars, and workshops in their area.

Full-time and adjunct faculty, please send your requests to Nicole Diederich by September 15 for projects taking place between July and December and by February 15 for projects taking place between January and June. You should use the designated forms and all proposals must be typed and submitted in five copies. Please refer to the faculty development guidelines and necessary forms below. Four-part application forms are also available in the Print Shop (basement of Old Main).

The completed forms should be returned to Nicole Diederich, Chair, via campus mail or e-mail to diederich@findlay.edu.

FACULTY DEVELOPMENT PROPOSAL GUIDELINES

1. Faculty members teaching at least 6 hours per semester will be given a higher priority in funding. We have limited funding for adjuncts at this time. Funding allocation is affected by the competitive merit of the project. **The deadline for full-time faculty projects occurring between July and December is September 15. The deadline for full-time faculty projects occurring between January and June is February 15.** Proposals must be submitted by the stated deadline.
2. Each proposal will be considered on its relative merit. Projects should relate to the area(s) of expertise of the faculty member. Faculty members should include descriptive literature relating to their proposal. Please submit copies of the proposal, conference program, letter of acceptance (if presenting paper, chairing panel, etc.), and registration materials. The committee will give higher priority and funding for proposals that involve original research or presentation at a conference or seminar (e.g. leading workshops or presenting papers). Administrative proposals should be funded through sources other than Faculty Development.
3. The committee will not approve proposals unless the faculty member can demonstrate that the regular college travel allowance has been spent and/or committed to other professional activities and that any other sources of travel monies have been committed or exhausted.
4. The range of monies awarded to any full-time faculty member will be between \$500-\$1500 per year from our regular budget. Faculty members could receive in advance of 75% of their grant dependent on the date of the project after committee approval, and the remaining 25% after the expense report and project evaluation forms have been sent to the committee chair. A year is defined as July 1st - June 30th.
5. Adjunct proposals will be considered collectively once per semester. The deadline for submission for fall is **September 15**. The deadline for submission for spring is **February 15**. The maximum award will be \$500 with reconsideration as funds are available. Adjuncts must provide a recommendation letter from their dean for their project.
6. Faculty members should provide the committee with as much information as possible concerning hotel, transportation, conference fee costs, etc. Expense reports with original **itemized** receipts must be submitted to the chairperson of the Faculty Development Committee within two weeks of the completion of the project. Failure to abide by these guidelines may lead to forfeiture of the remaining 25% of the grant funds approved. Costs should be within reason. Faculty members should keep copies of their receipts and expense report since proposals may be considered for additional funding at a later date.
7. Proposals will not be approved which do not include a commitment to evaluating the project. Evaluation forms will be attached to the email sent to all faculty or can be picked up in Communications. These forms will also be available on Blackboard and will be available on our website, once constructed. Faculty members are expected to complete and submit this form to the chairperson within two weeks of the end of their completed project. The completion of the evaluation form is considered part of the overall assessment endeavor conducted by the University. Faculty members not completing a project evaluation will not be considered for future project funding. Faculty may be asked to present their projects at appropriate venues on campus.

8. **The committee will no longer fund graduate education. Requests for funding to help with education efforts should be sent to program directors, deans, and/or the Office of the Vice President for Academic Affairs.**
9. Depending on budget and deadline considerations, funding may be in the form of reimbursements rather than advances. All adjunct funding will be in the form of reimbursement.
10. Proposals are to be made on the application form, be it hard copy or electronic copy. All paper work (except the expense report) **MUST BE TYPED!**