

FACULTY DEVELOPMENT COMMITTEE GUIDELINES

Introduction

Recommendations on allocations from the Fund for Faculty Development are forwarded to the Provost by the Faculty Development Committee, which is a University standing committee with elected representatives from each College and/or academic division.

The objectives of the Fund for Faculty Development are:

1. to encourage, facilitate, and support continual professional growth for the purpose of strengthening the faculty's capacity to serve students and promote student learning.
2. to provide funding for the faculty to carry out professional development activities in areas of faculty functions, focusing primarily on academic excellence in teaching.

Criteria for Inclusion/Exclusion

Proposals for Speed Grants, Instructional Improvement Grants, and Faculty Development Grants must meet the objectives of the Fund and must meet at least one of the following three criteria:

- Developmental activities by those making the proposal to enhance their own professional capabilities and contributions in order better to serve students, e.g., attendance at workshops, short courses, study in new fields, implementation of new teaching methods;
- Activities (e.g., colloquia, workshops) designed by faculty members to enhance their own teaching and sometimes faculty colleagues' instructional capabilities and contributions as well;
- Projects intended to enhance the BGSU curriculum (e.g., service learning; pedagogy of engagement activities), rather than to improve individual teaching skills and capabilities.

Proposals for development of research competencies generally will not fall within the Faculty Development Committee guidelines. Proposals for research per se should be sent to the Faculty Research Committee. The FDC and FRC will maintain on-going liaison to avoid confusion and to offer guidance in questionable cases.

Faculty applicants are strongly encouraged to discuss these guidelines for the Fund for Faculty Development with FDC representative from their college/division or with the Office of the Provost and Vice President for Academic Affairs to clarify the expectations for successful applications.

SPEED GRANTS

ELIGIBILITY

Continuing faculty may submit a proposal, individually or as a member of a group. Faculty may apply either for projects carried out on campus or offsite activities with outcomes that will benefit teaching and similar professional development at BGSU. Full-time faculty, Supplemental Retirement Program faculty, and non-tenure track, and part-time appointment faculty members are eligible to apply for Speed Grants. Awards may be up to \$400.00 for a single proposal. Individual faculty members are not eligible for more than \$600.00 for multiple proposals for a given fiscal year (\$600 limitation applies to the time period when the project encumbers the funds, not when the application is made). Proposals from faculty who have not received Speed Grant funding within the past five years will be given preference when funding is limited.

Speed Grants are designed to support short term projects expected to enhance the instructor's professional development. Funding will be provided for activities that increase the instructional or pedagogical capabilities of faculty members. The primary differences between Speed Grants and Faculty Development Grants are project scope, amount of funding, and immediacy of need for funding. (Speed Grants may be applied for any time prior to the activity while Faculty Development Grants must conform to the annual application deadline.)

Eligible Activities:

1. participation in workshops, non-regular conferences, meetings focused wholly or in large part on improvement of teaching, or other similar educational experiences. The applicant must supply and document specific details about the opportunity for active involvement or for hands-on experience (e.g., a description of the session(s) that specifies the nature of the applicant's involvement). Speed Grants are not intended to support presentations of research or creative activities nor attendance at annual conferences expected to be supported by the department/college;
2. participation in a formal course of study sponsored by a professional organization, educational institution, or other reputable entity;
3. development of instructional innovations at Bowling Green State University which will increase the faculty member's ability to promote student learning at BGSU (e.g., learning new and improved methods or techniques of instruction such as service learning, problem-based learning, other pedagogies of engagement, curricular development, learning the use of new instructional equipment, software, and/or materials);
4. bringing external "consultants" to campus to enhance the professional development opportunities for faculty; the work of such consultants is expected to impact the learning of students at BGSU directly or indirectly;
5. sponsoring workshops, conferences, meetings or similar educational experiences taking place locally that meet one or more of the criteria outlined on page one of the FDC guidelines.

Funding will not be provided for:

1. projects directly resulting from or contributing to research and creative activities (e.g., presentation of papers, gathering research data). Applicants may want to consider applying for funding that fits into Faculty Research Committee program guidelines;
2. projects which contribute directly to the earning of degrees or other professional terminal credentials required for employment. (Post-doctoral courses, credit-bearing in-service training, or other post-terminal programs, however, are fundable);
3. expenditures committed prior to submission of the proposal;
4. instructional equipment, supplies, materials or activities more appropriately funded by student fees or college/department budgets;

5. regular annual national and state conferences and conventions typically expected to be supported in full or in part by departments;
6. payment of faculty salaries to provide leaves or released time;
7. projects where alternative activities and/or resources are available on campus;
8. **MEALS AND LODGING;**
9. honoraria to BGSU faculty, staff, or students.

PROCEDURES

Electronic submissions, as e-mail attachments, are encouraged. If delivered in hard copy, four copies of the proposal should be submitted to the Administrative Assistant, Office of the Provost and Vice President for Academic Affairs. One copy is requested for electronic submissions. Proposals may be submitted at any time during the year.

Proposals must be submitted using the attached Application for Speed Grant Form. Completed applications must include sufficient detail **on all parts of the form** to enable the Committee to assess eligibility and recommend funding.

A three-member subcommittee of FDC reviews each Speed Grant proposal. The Committee recommends awarding grants until funds allocated for the year are expended. Applicants are encouraged to apply early. Based upon its evaluation and budget limitations, the Committee may approve full or partial funding. Priority is given to proposals from faculty members who have not recently received Speed Grant funding.

All expenditures must be documented by the appropriate receipts provided to the Provost's Office by the College office or individual applicant.

Within three months of completion of the activity, recipients must submit a brief report to the Committee documenting what they accomplished with and how they benefited from the Speed Grant funding. Future funding from the Faculty Development Committee and Fund for Faculty Development is contingent upon timely receipt of this follow up report to the Provost's Office.

APPLICATION FOR SPEED GRANT

Name _____ Department _____ Phone _____

Contract Status, Check One:

____ Tenured ____ Probationary ____ Non-Tenure Track ____ SRP ____ Part-Time

Title and Date(s) of Project _____

Choose one or more of the areas for which funding is requested. (Refer to descriptions from page one regarding Eligible Developmental Activities)

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Description of proposed project as it relates to one or more of the five eligible areas. Provide supporting data as to how your project relates to one of the areas you chose (~250 words). (For example, if you are attending a conference or institute, please detail the sessions or activities that you will be involved in that demonstrate an opportunity for you to be actively engaged in learning, and that will impact you as a teacher and/or your students as learners. Please list specific BGSU course(s), curriculum, program, etc. that will be impacted as a result of this grant funding.)

Supportive materials which will further clarify the description and/or objectives of project (attach brochure, course description, catalog copy, etc.).

Proposed Budget and Rationale for Budget Items (i.e. travel, external consultants, equipment, etc).

Provide description of other funding for this specific project (indicate source and date).

Provide description and dates of all previous funding by the Faculty Development Committee.

Describe plans for reporting project outcomes (to be reported within 3 months of project completion).

Total Amount Requested from FDC (*limit \$400/proposal*) _____

(Signature)

(Date)

SUBMIT A TOTAL OF FOUR COPIES OF APPLICATION AND ATTACHMENTS, UNLESS YOU ARE SUBMITTING ELECTRONICALLY (electronic submission preferred).

FACULTY DEVELOPMENT GRANTS

Program Goals

Faculty Development Grants are designed to promote long-term professional growth and thus focus on a wide variety of professional development activities. Projects aimed at post-terminal study in new or related areas will be considered in addition to other professional development activities. Faculty Development Grants are to be awarded on a competitive basis for projects in excess of \$400; therefore, Faculty Development Grants will be of greater scope and will be described in the application in greater detail than Speed Grants. No awards will be made for more than \$2500.

Funding through Faculty Development Grants will provide for professional development activities that increase instructional or pedagogical capabilities of faculty members. The primary differences between Faculty Development Grants and Speed Grants are project scope, amount of funding, and immediacy with which funds are needed. Faculty Development Grants have a specific submission deadline, can result in awards from \$400-\$2500, and generally support projects with a larger scope of activity than Speed Grants.

Eligibility

Only probationary or tenured faculty members are eligible for Faculty Development Grants. A continuing faculty member, individually or as a member of a group, may submit a proposal for funds, providing that the project is to be carried out on campus or, providing that upon completion of the project, the faculty member will be using the results of the project at BGSU.

Eligible Activities:

1. participation in workshops, non-regular conferences, meetings focused wholly or in large part on improvement of teaching, or other similar educational experiences where the applicant has documented specific details about the opportunity for active involvement or for hands-on experience (e.g., a description of the session(s) that specifies the nature of the applicant's involvement). Neither presentations of research or creative activities nor attendance at annual conferences expected to be supported by the department/college will be funded through Speed Grants;
2. participation in a formal course of study sponsored by a professional organization, educational institution, or other reputable entity;
3. development of instructional innovations at Bowling Green State University which will increase the faculty member's ability to promote student learning at BGSU (e.g., learning new and improved methods or techniques of instruction such as service learning, problem-based learning, or other pedagogies of engagement, curricular development, learning the use of new instructional equipment, software, and/or materials);
4. bringing external "consultants" to campus to enhance the professional development opportunities for faculty; the work of such consultants is expected to impact the learning of students at BGSU directly or indirectly;
5. sponsoring workshops, conferences, meetings or similar educational experiences taking place locally that meet one or more of the criteria outlined on page one of the FDC guidelines.

Funding will NOT be provided for:

1. projects directly resulting from or contributing to research or creative activities (e.g., presentation of papers, gathering research data). Applicants may want to consider applying for funding that fits into Faculty Research Committee program guidelines;
2. projects which contribute directly to the earning of degrees, or other professional terminal credentials required for employment (post-doctoral or other post-terminal programs are fundable);
3. expenditures committed prior to submission of the proposal;

4. instructional equipment, supplies, materials or activities more appropriately funded by student fees or college/department budgets;
5. regular annual national and state conferences and conventions typically expected to be supported in full or in part by departments;
6. payment of faculty salaries to provide leaves or released time;
7. projects where alternative activities and/or resources are available on campus;
8. **MEALS AND LODGING;**
9. honoraria to BGSU faculty, staff, or students.

PROCEDURES

If delivered in hard copy, twelve (12) copies of the proposal should be delivered to the Administrative Assistant, Office of the Provost and Vice President for Academic Affairs (with an informational copy to the applicant's school director, department chair or equivalent supervisor) on or before 5:00 p.m. on the designated due date in the fall semester. One copy is requested for electronic submissions (*preferred mode of submission*). Please check with the Office of the Provost for announcements of grant opportunities and deadlines. The Faculty Development Committee normally announces awards by the beginning of spring semester.

Because proposals may focus on long-range activities, applicants are encouraged to discuss their proposals with department chairs or other appropriate supervisors, especially if implementation of the project requires special scheduling or departmental release time.

Evaluation of proposals will be completed by FDC to determine fundability. The merit of the proposal will be evaluated on the basis of the following criteria:

- a. extent of benefit to faculty member, BGSU students' learning, other faculty members, BGSU
- b. value of expected outcomes in proportion to cost
- c. feasibility of project with respect to applicant's background, experience, goals, timeline, budget, etc.
- d. duration of resultant benefit (long-term growth)
- e. clarity and thoroughness of project description
- f. recent previous funding from the Fund for Faculty Development (and FDC)

Based upon its evaluation and budget limitations, the Committee may approve full or partial funding.

Within three months of completing the approved Faculty Development Grant activities, each recipient is expected to provide a report to the Faculty Development Committee through the Provost's Office documenting what they accomplished and how they benefited. Future funding from the Faculty Development Committee through the Fund for Faculty Development is contingent upon receipt of an adequate and timely report to the Provost's Office.

APPLICATION FOR FACULTY DEVELOPMENT GRANT

Proposals should be thorough and follow the format below.

Name _____ Department _____ Phone _____

Contract Status, Check One:

_____ Tenured _____ Probationary

Project Title _____

Inclusive Date(s) for Project _____

Choose one or more of the areas for which funding is requested. (Refer to Faculty Development Grant descriptions from page one regarding Eligible Activities)

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

PROPOSAL FORMAT

1. **Description of project** (250-500 words)
 - (a) Title of project
 - (b) Objectives and expected benefit to self, BGSU students, institution, other faculty
 - (c) Include a statement of explicit measurable project outcomes.
 - (d) Procedures to be followed in completing the project (include timetable for completion and methods to be used, other personnel involved, materials and equipment required, if appropriate)
 - (e) Proposed budget which may include (1)a. tuition or other instructional fees, (2)b. travel, (3)c. temporary employment--not applicant, (4)d. honoraria or consultant fees--not applicant (5)e. miscellaneous expenses such as telephone, postage, duplicating, etc.). Please provide a budget rationale for each item requested in the grant.
2. **Include as attachments** appropriate supportive material to further clarify description and/or objectives of project (enclose brochure, course description, catalog copy, etc.)
3. **Provide complete description of other funding for this specific project** (indicate source and date)
4. **Provide description and dates of any previous funding by this committee**
5. **Describe specific plans and expected date** (within 3 months of completion) **for reporting project outcomes** (include specific accomplishments, achievements, persons impacted).
6. **Summary of applicant's background, professional experience and faculty responsibilities as related to the proposed project** (enclose professional resume/CV).

SUBMIT A TOTAL OF 12 COPIES OF APPLICATION & ATTACHMENTS UNLESS YOU
SUBMIT ELECTRONICALLY (*electronic submission encouraged*)

INSTRUCTIONAL IMPROVEMENT GRANTS

PURPOSE

The proposal should show how the project will lead to a demonstrable improvement in pedagogical skills, curricular enhancements (e.g., inclusion of service learning or problem-based learning; pedagogies of engagement), and have a positive effect on learning for BGSU students. Preference will be given to projects that are innovative and/or experimental and where the proposed funding is for seed money to try a teaching or learning technique that later is expected to be funded as part of the college/department's regular budget.

Faculty members are encouraged to present proposals for teaching innovations in interdisciplinary fields, for the implementation of new technologies in teaching, and for development of methods to assess teaching excellence and achievement of student learning outcomes. Preference will be given to proposals that benefit more than one faculty member, one course, or one discipline.

FUNDING

Grants will be awarded in amounts up to \$1000.

Funding cannot be provided for expenditures that occurred before the approval date of the grant.

Projects must be completed by May of the calendar year following the receipt of the award.

ELIGIBILITY

Proposals will be accepted from any full-time tenured or probationary faculty member. Priority will be given to faculty members who have not recently received an Instructional Improvement Grant.

Instructional Improvement Grant funds may be used for:

- travel;
- honoraria for external speakers/consultants;
- registration fees;
- instructional materials including software.

If requests are made for materials, software, and/or equipment (equipment requests will receive a lower priority since in most cases such requests are supported through other university funding), the proposal must demonstrate how acquisition has a direct and continuing effect on improvement of instruction.

IIG funds will not be allocated for:

- honoraria, meals, or lodging (except for an external speaker);
- activities that should logically be handled by academic departments or colleges
- activities that normally fall under FDC Speed Grant or Faculty Development Grant funding. (in cases where this may not be clear, applicant must indicate why this project cannot be funded from other sources such as a department or college).

Applicants who previously have received FDC funding must have provided an adequate and timely report on the documented outcomes of the previous project before a new proposal can be considered.

INSTRUCTIONAL IMPROVEMENT GRANT PROCEDURES/APPLICATION FORMAT

Proposals should follow the format below and should be ~2 - 3 pages in length.

Name _____ Department _____ Phone _____

Contract Status (Check One): _____ Tenured _____ Probationary

Project Title _____

Timetable of project (inclusive dates) _____

1. **Description of project** (250-500 words). Emphasize how the project will directly and concretely improve teaching (by yourself and/or others) and how student learning will be positively affected. Include a statement of explicit measurable project outcomes. Indicate why this project cannot be funded from other sources such as the department or college. If funding is sought for computing software, please provide evidence that the software is not already available on campus (e.g., by ITS on server).
2. **Describe comprehensive and specific plans for assessment of project outcomes and for reporting the outcomes.** How will the results be shared with others in the University community?
3. **Amount requested and purposes of funds. Provide a budget rationale for each item**
4. Indicate and describe the source and amount of other funding for this project as part of the budget.

REQUIRED REPORTING

Within three months of completion of any Instructional Improvement Grant project (i.e., not later than August of the year following funding), a recipient shall report to the Faculty Development Committee on the results of the project, specifically indicating progress toward improvement of classroom instruction and other benefits to student learning. Failure to provide a report in a timely fashion will preclude subsequent FDC funding.

If delivered in hard copy, twelve (12) copies of the proposal should be sent to the Administrative Assistant, Office of the Provost and Vice President for Academic Affairs, by the announced due date (normally early February). One copy is requested if submitted electronically (*preferred mode of submission*). The Faculty Development Committee will make its decisions no later than the end of March. Please check with the Office of the Provost for announcements of grant opportunities and submission deadlines.