

TO: All Full-Time and Part-Time AAUP Members

FROM: Dr. Theresa Severance
Chair, Faculty Development Committee

RE: **2011-2012 Faculty Development Awards**

DATE:

The Faculty Development Committee (FDC) is pleased to announce the availability of AAUP faculty development funds for all full and part-time faculty members. According to the CSU-AAUP Collective Bargaining Agreement contract faculty development shall be construed to mean “*activities by and for members that enhance their ability to be productive and innovative professionals*”.

Proposals are solicited that will demonstrate clearly how the funds will be used to enrich the faculty member’s academic and professional skills, and benefit the individual, departments or special programs of the University.

- Proposals may be related to a single discipline or multiple disciplines.
- They may be submitted by an individual, as a collaborative project by faculty members, or by a department.
- Faculty are encouraged to request funds for programs, projects, or travel that may not be covered by other grants offered by the University.
- A maximum of \$1500 for each full-time faculty member is available if the grant application is approved.
- A maximum of \$1000 for each part-time faculty member is available if the grant application is approved.

Funding may be used:

- Funds may be used for, but not limited to, guest speakers, mentoring programs, seminars, creative projects, travel, conference fees, workshops, etc., (but not for faculty stipends or tuition for terminal degree programs)
- To develop or enhance academic or co-curricular programs
- To pursue innovative creative or research projects
- To organize or participate in professional development opportunities on or off-campus
- To fund any other activity that will make participants more productive and innovative professionals

Funding examples include but are not limited to:

- International Study and exchange programs, First Year Programs, Student Retention, Community Outreach, Information Technology, Diversity Issues, or Innovative Instruction, research or creative work, the development of workshops, master classes, and

guest lectures/artists, formal study at conferences, workshops, and clinics, designing a Writing Center, attending an International summit, or inviting a keynote speaker to ECSU.

Professional development opportunities may also be organized for part-time faculty. Part-time faculty within a department should also be urged to apply, as a separate fund is available for them.

All applications must be submitted by Friday, October 21, 2011 at 5 p.m.

The proposal should clearly and succinctly state the goals of the project and the ability to complete the project within the grant window. *All monies must be spent on an activity that occurs within the grant window, which ends on August 15, 2012.* The successful proposal will also explain how the project will enhance the applicant's professional development and impact their ability to be a "productive and innovative professional".

We would like to encourage you to take advantage of this opportunity and look forward to receiving many innovative and interesting proposals.

Proposal guidelines and application:

2011-2012 AAUP Faculty Development Proposal Guidelines

All Faculty Development Proposals must include the following:

- 1. Cover Sheet and Abstract Form**
 - a. Cover sheet must be completed with a concise and revealing title
 - b. The abstract must fit within the prescribed area
 - c. Be sure to indicate other sources of financial support
 - d. Indicate previous support and number of years since last awarded an FDC grant. (Attach a one page narrative report of the previous project.)
 - e. If appropriate, attach copies of supporting documentation such as travel documents
- 2. Proposal Narrative.** The proposal narrative should contain a clear, concise statement of the faculty development activity. It should also briefly describe how the project would enhance the faculty member's ability to continue to be a productive and innovative professional.
- 3. Proposal Budget:** The grant allotment is \$1500 maximum per full-time faculty member, and \$1,000 per part-time faculty member whose application is accepted. Each project must be accompanied by a one page detailed outline of how the funds would be used. It should also indicate any additional monies that may be coming from other sources. The budget form is also located at: "Accounting/Grants" <http://www.easternct.edu/fiscalaffairs/grantfacultydev12.pdf>.
- 4. Academic Vitae:** limited to a maximum of two (2) pages.
- 5. Submissions:** All proposals must be submitted by Friday, October 21, 2011 at 5 p.m. in hard copy. Each package must contain only **one** signed original of the entire proposal and delivered to: **Eastern Connecticut State University, c/o Academic Affairs, Gelsi/Young Hall, Room 229. No late or incomplete proposals will be accepted.**

Important Deadlines

- **Proposal Submissions: Completed package (one original only) by *October 21, 2011 at 5 p.m.*** Send to: Faculty Development Committee c/o Academic Affairs office, Gelsi/Young Hall, Room 229.
- **Notification of Awards: *November 8, 2011.***
- **Spending Deadline: *August 15, 2012.*** All monies must be spent and used by this date or they will be returned to the FDC fund.
- **Project Report Deadline: *September 14, 2012.*** Award recipients must submit a brief project report to the Vice President of Academic Affairs by this date, describing the results of the project, the benefits to the faculty member and the University, and an accounting of expenditures.

2011-2012 AAUP FACULTY DEVELOPMENT PROPOSAL

COVER SHEET AND ABSTRACT

Applicant:	_____	Full-time	Part-time
Department	E-mail address	_____	
Date:	Telephone:	_____	
Project Title:	_____		
Amount Requested:	\$1500 maximum for Full-time faculty		
	\$1000 maximum for Part-time faculty		

- Category (check all that apply):
- PROGRAM ENHANCEMENT
 - INNOVATIVE PROJECT
 - FORMAL STUDY

ABSTRACT:

Indicate source(s) of additional or anticipated financial support (including AAUP travel funding):

Indicate previous support and number of years since last award from FDC:

ATTACH: Proposal Narrative (maximum 4 pages), completed Proposal Budget Form (form will be provided by Fiscal Affairs), Academic Vitae (maximum 2 pages), Previous FDC Reports (maximum 1 page each) and any travel-related documentation	SUBMIT: Submit an original only by 5 p.m. on October 21, 2011, FACULTY DEVELOPMENT COMMITTEE c/o ACADEMIC AFFAIRS Gelsi Young Hall, Room 229. <u>No late or incomplete proposals will be accepted.</u>
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