

TO: All Full-Time and Part-Time AAUP Members  
FROM: Faculty Development Committee  
RE: **2016-2017 Faculty Development Awards**  
DATE: September 26, 2016

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, 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 Monday, October 24, 2016 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 11, 2017.* 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:

### **2016-2017 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 (maximum of 4 pages) 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.

**4. Academic Vitae:** Limited to a maximum of two (2) pages.

**5. Submissions:** All proposals must be submitted by **Monday, October 24, 2016 at 5 p.m. in hard copy.** Each package must contain **one** signed original and **eight** copies 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 signed original and eight copies) by 5:00 pm on Monday, October 24, 2016.** Send to: Faculty Development Committee c/o Academic Affairs office, Gelsi/Young Hall, Room 229.
- **Notification of Awards: November 14, 2016.**
- **Spending Deadline: Friday, August 11, 2017.** All monies must be spent and used by this date or they will be returned to the FDC fund.
- **Project Report Deadline: Monday, September 11, 2017.** 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.

**2016-2017 AAUP FACULTY DEVELOPMENT PROPOSAL**

**COVER SHEET AND ABSTRACT**

	<b>Full-time</b>	<b>Part-time</b>
Applicant:	_____	
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:**

If proposal is not fully funded, will you still be able to see your proposal through?  Yes  No

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 Plan (form provided by Fiscal Affairs), Academic Vitae (maximum 2 pages), Previous FDC Reports (maximum 1 page each) and any travel-related documentation

**SUBMIT:** Submit one signed original and eight copies by 5 p.m. on Monday, October 24, 2016, FACULTY DEVELOPMENT COMMITTEE c/o ACADEMIC AFFAIRS Gelsi Young Hall, Room 229. No late or incomplete proposals will be accepted.

EASTERN CONNECTICUT STATE UNIVERSITY

2017 AAUP Contract Award Contact Diane Moore at 465-5336 with any questions

**Faculty Development Award**  
(AAUP Professional Development Fund)

**Budget Plan**

Name of Award Recipient(s): \_\_\_\_\_ Full-Time \_\_\_\_\_ or Part-Time \_\_\_\_\_ Employee

Project Name: \_\_\_\_\_

Amount of Award \$ \_\_\_\_\_ Banner Index Number: \_\_\_\_\_

Account Termination Date: **8/11/17** Written Report Submission Deadline: **9/11/17** (Mail to: Provost & V.P. of Academic Affairs)

		Awardee 1	Awardee 2	Awardee 3	Awardee 4
A. 1. Amt. Paid directly to recipient (s)*	612230	\$ _____	\$ _____	\$ _____	\$ _____
2. University Assistants	612230	\$ _____	\$ _____	\$ _____	\$ _____
3. Student Workers	612410, 612420	\$ _____	\$ _____	\$ _____	\$ _____
4. Fringe Benefits on #s 1-3**	626100	\$ _____	\$ _____	\$ _____	\$ _____
5. Workmens' Comp on #s 1-3**	625100	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Personal Services</b>					
B. 1. Supplies	Misc.	\$ _____	\$ _____	\$ _____	\$ _____
2. Travel	732100 to 732115	\$ _____	\$ _____	\$ _____	\$ _____
3. Other (please explain below)	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____					

<b>Total Other Expense</b>	\$ _____	\$ _____	\$ _____	\$ _____
C. Equipment	78xxxx	\$ _____	\$ _____	\$ _____
<b>Grand Total</b>	\$ _____	\$ _____	\$ _____	\$ _____

(Should not be greater than the Amount of Award)

\* To be paid via the University Assistant mechanism (Part-time Authorization needed for payment)

\*\* Fringe Benefit Rate:

\*\* Workmens' Compensation Rate: All fringe benefits and workers comp will be move to AAFO01

Signature of Award Recipient(s): \_\_\_\_\_ Date \_\_\_\_\_

**Copy to:** Diane C. Moore, Office of Fiscal Affairs, Accounting Section, Gelsi-Young Hall, Room 344 D

# Faculty Development Grant Rubric –Applicant Name(s): \_\_\_\_\_

<b>Project Goals and Objectives/Clarity:</b> Is the proposal clear and easy to understand? Does the applicant explain precisely why he or she needs the funding and what he or she will do with the funding?		
Described clearly and concisely	(14-20)	
Described but vague	(6-13)	
Not adequately described	(1-5)	
No evidence	(0)	
<b>Applicant Benefits:</b> How well does the applicant stand to benefit from the activity described in the proposal?		
Provides a concrete explanation of specific benefits that the faculty member will derive from the proposed activity	(14-20)	
Provided a general explanation of some of the benefits that the faculty member will derive from the proposed activity	(6-13)	
Provided a general explanation of some of the benefits that the faculty member may derive from the proposed activity	(1-5)	
No evidence	(0)	
<b>Other Benefits:</b> How well do student(s), applicant's department, special program, and the University stand to benefit from the activity described in the proposal?		
Provides a concrete explanation of specific benefits that will derive from the proposed activity for others	(14-20)	
Provided a general explanation of some of the benefits that will derive from the proposed activity for others	(6-13)	
Provided a general explanation of some of the benefits that may derive from the proposed activity for others	(1-5)	
No evidence	(0)	
<b>Budget:</b> Is a proposed budget included? Does the applicant explain and/or justify the need for the requested funds?		
Well within the limit and prices indicated are fair	(7-10)	
Within limit but some individual items are questionable	(3-6)	
Within limit but total is incorrect or certain pricing appears unreasonable	(1-2)	
Over the grant limit, total is incorrect or certain pricing appears unreasonable	(0)	

<b>Connection to Expertise &amp; Significance:</b> How closely does the proposal activities match the training and education of the applicant? Is it explained?		
Well connected to the individual's expertise and shows great significance	(7-10)	
Connected to individual's expertise with some significance	(3-6)	
Somewhat connected to the individual's expertise with very limited significance	(1-2)	
No evidence of connection to expertise	(0)	
<b>Timeline</b>		
Clearly defined, realistic and relates well to activities	(4-5)	
Included and seems reasonable	(1-3)	
Not included	(0)	
<b>Project Merit</b>		
Justified and convincing	(9-15)	
Justified but not convincing	(4-8)	
Neither justified nor convincing	(1-3)	
No evidence	(0)	
<b>Total out of 100 possible pts.</b>		<b>Total</b>

\* If a category does not apply to the proposal, please omit and we will grade accordingly after a committee discussion.

**Comments:**