

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

FROM: Faculty Development Committee

RE: **2022-2023 Faculty Development Awards**

DATE: September 15, 2022

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 11:59 pm on Friday, October 14, 2022**

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 4, 2023.* 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:

**2022-2023 AAUP Faculty Development Proposal Guidelines – Online Submission**

**PLEASE UPLOAD YOUR APPLICATION AS A SINGLE PDF FILE.**

All Faculty Development Proposals must be submitted online [here](#) and include the following:

1. **Applicant Information and Proposal Abstract (online survey form)**
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 with supporting documentation:** The grant allotment is \$1500 maximum per full-time faculty member and \$1,000 per part-time faculty member. Your budget should include:
  - a. a one-page detailed outline of how the funds would be used
  - b. the Budget Plan (use template provided below)
  - c. supporting documentation, such as travel documents, conference information, equipment costs
  - d. a list of any additional monies that may be coming from other sources
4. **Academic Vitae:** Limited to a maximum of two pages.
5. If you have received a Faculty Development Award in the past, please submit a copy of your narrative report for your last funded FDC proposal.

Proposals must be submitted online at:

[https://easternct.iad1.qualtrics.com/jfe/form/SV\\_6RaJdtchVNfA42W](https://easternct.iad1.qualtrics.com/jfe/form/SV_6RaJdtchVNfA42W)

**Proposal Deadline: 11:59 pm on Friday, October 14, 2022**

**LATE, INCOMPLETE, OR HARD COPY PROPOSALS WILL NOT BE ACCEPTED**

# Faculty Development Awards

## Important Deadlines

### Proposal Submissions:

- Online:  
[https://easternct.iad1.qualtrics.com/jfe/form/SV\\_6RaJdtchVNfA42W](https://easternct.iad1.qualtrics.com/jfe/form/SV_6RaJdtchVNfA42W)
- Proposal Deadline: **11:59 pm on Friday, October 14, 2022**

- **Notification of Awards: Monday, November 21, 2022**

- **Spending Deadline: August 4, 2023**

All funds not used by this date will be returned to the FDC fund.

- **Project Report Deadline: Tuesday, September 5, 2023**

Award recipients must submit a brief project report to the Vice President of Academic Affairs by this date. This report should describe the results of the project, the benefits to the faculty member and the University, and provide an accounting of expenditures.

Questions concerning the faculty development awards should be directed to Derek Laux (lauxd@easternct.edu), the current FDC chair. If you need technical assistance regarding your submission, please contact the Center for Information Technology at 860-465-1248 or by email (cit@easternct.edu).

**Budget Plan**

EASTERN CONNECTICUT STATE UNIVERSITY  
 2022-2023 AAUP Contract Award  
**Faculty Development Award**  
 (AAUP Professional Development Fund)

Contact Grants at grants@easternct.edu with questions

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

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

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

Account Termination Date: **8/04/23** Written Report Submission Deadline: **9/05/23** (Mail to: Dr. William Salka, Provost for Academic Affairs )

			<u>Awardee 1</u>	<u>Awardee 2</u>	<u>Awardee 3</u>	<u>Awardee 4</u>
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>\$</b>	_____	_____	_____	_____
B. 1. Supplies	Misc.	\$	_____	_____	_____	_____
2. Travel	732100 to 732115	\$	_____	_____	_____	_____
3. Other (please explain below)		\$	_____	_____	_____	_____
_____						
_____						
<b>Total Other Expense</b>		<b>\$</b>	_____	_____	_____	_____
C. Equipment	78xxxx	\$	_____	_____	_____	_____
<b>Grand Total</b>		<b>\$</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:** Grants, Office of Fiscal Affairs, Accounting Section, Gelsi-Young Hall, grants@easternct.edu