

## ANDERSON UNIVERSITY FACULTY DEVELOPMENT PROGRAM

The Anderson University Faculty Development Program was established largely through the generosity of Glen and Ruth Falls. Mr. Falls taught in the Department of Business and Economics at Anderson from 1952 until his retirement in 1987. An endowed fund underwrites the program, designed to assist in the scholarly and professional growth of members of the university faculty. This assistance takes the form of monetary grants that are composed of a combination of stipends, reimbursement for expenses directly associated with a project, and the payment of wages to student research assistants. **Full-time faculty members** may apply for grants to support projects in any of three categories: (I) Scholarly Research and Creative Projects, (II) the Development of the Art and Skills of Teaching, and (III) Group Projects to Develop the University Faculty.

### **General Guidelines**

Prospective applicants may wish to review the successful grant proposals of former grantees. These proposals are housed in Nicholson Library. Prospective applicants should request the *Faculty Development Notebook*.

Any full-time faculty member may apply. Even though faculty members may request additional funding over and above what is being funded via their school Dean, the proposal should not duplicate funds awarded. The Committee recommends discussing the proposal with the school Dean. *All applicants must state in their proposal whether they have requested funds for their project from their school Dean and/or any other source.* In cases where applicants have or will receive funds from alternative sources, their grant applications must indicate these awards and their amount.

Applicants may receive **one** faculty development grant in Category I or II per academic year. A summer grant is considered to be part of the prior academic year.

*Examples* of funding may include research/creative projects, scholarly or artistic activities, professional development, sabbatical support, conference assistance, special workshops/seminars, Tri-S trips, and dissertation expenses (one-time only). While projects have many phases, generally, the committee does not fund the same project more than once. However, if the project has different phases, the committee will consider funding an advanced phase.

### **Requests for Conference Assistance**

The maximum award for conference attendance will be **\$500** (\$750 if the applicant will make a presentation). Faculty development funds should not be viewed as a primary source of funding to attend the national conference of one's professional organization, and such proposals will have a lower priority. Normally, pre- or post- conferences/workshops held at or near the national conference are considered by this committee to be part of the national conference.

### **Accountability and Reporting**

**In all cases, grantees must file a summary report electronically with the Faculty Development Committee Chair by the date indicated on the acceptance letter.** Until a formal report is filed with the Faculty Development Committee, no further project requests will receive consideration. Receipts for all project/travel expenses must also have been *submitted directly to the Administrative Assistant to the Vice-President of Academic Affairs* by the closing date for the grant indicated in the acceptance letter. Any unused

funds will be returned to the FDC account at the closing date.

### **Application Deadlines**

Applicants must send one (1) hard copy and one (1) electronic copy of their proposal to their respective College or School Dean. Application periods and deadlines are announced each semester by the Faculty Development Committee. Faculty members may apply for Summer scholars grants during either semester prior to the summer.

### ***Grant Application Format***

#### **Title**

Applicants will provide their proposal with a cover page indicating the topic and category of their project. **The cover sheet must follow the format stipulated by the Faculty Development Committee (copy attached).**

#### **Rationale for Proposal**

There should be a brief review of available literature that might support the applicant's particular request. This section should set the stage and provide the basis for the proposal. Included here should be a statement of need and a proposed timetable for the project in addition to the brief review of the relevant literature.

#### **Benefits**

Describe in some detail how this proposal will benefit:

- a. The *institution*—will there be an institution-wide effect or application?
- b. The *curriculum*—where within the curriculum will this proposal impact?
- c. The *individual*—in what way will the project contribute to the applicant's personal development?

#### **Budget**

**All proposals must include a detailed budget submitted on the form prepared by the Faculty Development Committee (copy attached).** Costs for travel, food, lodging, materials, etc., should be provided as accurately as possible. Among expenses *excluded* from consideration for faculty development funds are: vaccinations, passports, books, computer hardware (unless a specific peripheral is need to complete the project) and other capital equipment normally supplied by the University. Clearly state whether the applicant's school Dean has been approached in regard to the endeavor being proposed here as well as any monetary support he/she has agreed to provide.

#### **Evaluation**

State the means that will be employed to evaluate the accomplishment of the project's goals. It is extremely important that specific evaluation measures be included in the application.

#### **Accountability**

A formal report must be filed electronically with the Faculty Development Committee Chair (see guidelines below). In addition to this formal report, the committee views favorably those proposals which include some means of sharing the project's results with the university community, e.g., a seminar, publication of an article or book, a performance or special show. The Committee may request the presentation of certain proposals.

## **Category I: Scholarly Research and/or Creative Projects**

### ***Objectives***

The objectives of the Category I grant program are to support research, scholarship and/or creative projects.

### ***Summer Scholars***

These grants are available to faculty members for projects for which there is neither contracted nor expected remuneration or commission; e.g., research and or scholarship leading to the writing and publication of an article in a refereed journal, research and preparation leading to a performance or the execution of a work of art, etc. Typically these grants will underwrite research, scholarly or creative activity undertaken during a period of time in the summer. The amount of time the grantee will spend on the project should be stated in the proposal. Stipends will not be awarded for proposals undertaken during the regular academic year.

#### ***Summer Scholars Funding Levels***

Grants may include requests of one or more of the following:

- a faculty stipend of \$4,000 for six weeks or \$2,000 for three weeks of research (*Note: the stipend portion of a faculty development grant is considered payment for work performed and, accordingly, is treated as taxable income. 7.65% FICA is deducted and 28% federal tax is withheld.*) The FDC will pay the University's share of the FICA on top of the faculty stipend;
- payment of a student research assistant not to exceed 320 hours (no more than 40 hours/week) (*this must include the 7.65% FICA tax the University must pay for the student*);
- **and** support for research expenses (e.g., travel, computer searches, editorial assistance, etc.) not to exceed \$2,000.

### ***Project Assistance***

These grants are available to faculty members who seek support for their research but who are uninterested in securing a stipend **or** who need assistance in completing research, scholarship or a creative project for which they will be compensated from other sources.

#### ***Project Assistance Funding Levels***

Project assistance grants will provide *either or both* of the following categories of support: payment of a student research assistant not to exceed 320 hours (no more than 40 hours/week); and/or support for otherwise non-funded research expenses, (e.g., travel, computer searches, photocopying, etc.) not to exceed \$2,000.

### ***Student Assistants***

Typically, student assistants will be hired to work up to 320 hours (no more than 40 hours/week) in the summer. In unusual circumstances a faculty member may wish to apply for student assistance during the regular academic year. In such instances, grant applicants will be required to demonstrate that their student assistant's grant falls within the rules of the university's financial aid policy. Applicants should consult the Financial Aid Director before applying for a student assistant grant.

## **Category II: The Development of the Art and Skill of Teaching**

### ***Objectives***

Applicants for grants under this category should understand that their projects must advance one or more of the following objectives:

- a. to improve teaching skills,
- b. to update the knowledge necessary for teaching [e.g., re-tooling for a new teaching assignment],
- c. to develop skills in the use of instructional technology [e.g., computer assisted instruction, the use of new media]; these objectives are understood to include the improvement of professional skills including use of information technology and resources,
- d. to encourage the integration of the liberal arts into professional disciplines,
- e. to encourage the development of team-taught interdisciplinary courses, or
- f. to support faculty involvement in active international/intercultural experiences [e.g., faculty exchanges].

### ***Selection Criteria***

The Faculty Development Committee will give some preference to Category II grant applications made by less experienced members of the faculty. This group includes those who have taught full-time at the post-secondary level for fewer than five years. Preference will also be given to projects which demonstrate a direct classroom or specific course application, either in content or pedagogy and meet more than one of the objectives stated above.

### ***Funding Levels***

Category II grants may not include stipends. **A maximum of \$2,000** will be awarded to reimburse costs for materials, travel, photocopying, or other expenses directly related to the project.

## **Category III: Projects to Develop the University Faculty**

### ***Objectives***

Individuals or departments may bring forward proposals which will be for the development of the University faculty. Such proposed projects must advance one or more of the following objectives:

- a. to build a sense of community among faculty members,
- b. to enhance and improve teaching skills,
- c. to provide inter- or intra-disciplinary enrichment, or
- d. to develop educational technological skills for education, instruction and information.
- e. to develop curricula and/or assessment plans on a departmental level.

Examples of projects that this category of assistance is intended to support include but are not limited to: workshops, retreats, seminars, and small-group faculty breakfasts or luncheon discussions.

***Funding Levels***

Proposals may request funding to cover expenses incurred to conduct the proposed activity. Applicants may also request stipends/honoraria for individuals involved in the planning and/or conduct of the proposed activities.

**REQUIRED COVER SHEET FOR PROPOSALS**

TITLE OF PROPOSAL

AUTHOR(S) of proposal  
DEPARTMENT  
ANDERSON UNIVERSITY

FUND and CATEGORY SUBMITTED for

DATE OF SUBMISSION

SIGNATURE of COLLEGE DEAN

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Total Amount Requested from  
Faculty Development Committee  
*(please pay attention to award limits)*

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Total Amount Granted by  
Faculty Development Committee

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**Uniform Budget Request Form  
Faculty Development Grant Proposals**

	<b>Amount Requested</b>	<b>Amount Approved</b>
Registration fees.....	_____	_____
Air transportation .....	_____	_____
Ground transportation:		
Own vehicle (current A.U. mileage rate).....	_____	_____
Rental car and related expenses.....	_____	_____
Lodging ( _____ days @ \$ _____/day .....	_____	_____
Meals (\$ _____ per day) .....	_____	_____
Equipment/Supplies (provide details).....	_____	_____
Printing/Mailing costs .....	_____	_____
Miscellaneous expenses (provide details) .....	_____	_____
Student stipend request (where applicable).....	_____	_____
Faculty stipend request (where applicable).....	_____	_____
<b>TOTAL BUDGETED EXPENSES</b> .....	_____	_____
<i>Outside Funding</i> requested.....	_____	_____
Other <i>Institutional funding</i> requested .....	_____	_____
TOTAL of UNFUNDED expenses .....	_____	_____
<b>TOTAL FUNDING REQUEST from FDC</b> .....	_____	_____

Signature of Applicant \_\_\_\_\_

## SUMMARY REPORT GUIDELINES

Each person receiving an individual grant must submit a summary of the project by the date indicated in the acceptance letter. This summary should be submitted to the FDC Chair electronically. The summary **MUST** include the reference information as indicated below at the beginning of the report.

*Summary report for YOUR NAME*

*TITLE of Project*

*Semester that funding was granted*

*Category and amount of funding allotted, including how much of it was used*

*Date of submission of the summary*

Following this information there is to be a summary of what was accomplished and how it impacts or benefits you as a professor/individual. Include a copy/abstract of the article or book if one was submitted for publication (and the name of the publication) or an abstract of the presentation if one was given.