

## 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) 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 only **one** faculty development grant per academic year; a summer grant is considered to be part of the prior academic year. Applicants must also specify the date of the last Faculty Development grant they were awarded.

*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 be given lower priority. Generally, pre- or post-conferences/workshops held at or near a national conference are considered by this committee to be part of the national conference.

### **Accountability and Reporting**

**Grantee shall be required to submit a formal summary report (which follows the guidelines attached) electronically with the Faculty Development Committee Chair, along with a copy to the Provost, by the due date indicated on the acceptance letter.** No further project requests will receive consideration until the report is submitted.

Original receipts for project/travel expenses for which payment or reimbursement is requested must be submitted to the Administrative Assistant to the Provost by the closing date indicated in the acceptance letter. Any request for an extension of the closing date or the formal report due date must be submitted in writing to the Faculty Development Committee Chair, with a copy to the Provost, prior to the date for which the extension is being requested. Any unused funds in the grant account will be returned to the FDC general budget at the closing date (which shall be determined by the due date of the formal report or any written extension thereof granted by the Faculty Development Committee).

With respect to incurring and documenting project expenses (whether charged to a University credit card or for which reimbursement will be requested), **Grantee must strictly adhere to the *Business Expense Reimbursement Policy* in effect at the time of the grant.** This policy document may be accessed online at [www.anderson.edu/business/downloads.html](http://www.anderson.edu/business/downloads.html).

### **Application Deadlines**

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

### **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 attached.** Estimated costs for travel, food, lodging, materials, etc., should be provided as accurately as possible. Among expenses excluded from consideration for FDC 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 proposed endeavor, as well as any monetary support which he/she has agreed to provide.

#### **Evaluation**

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

### **Accountability**

A formal report must be completed, which should be submitted electronically via a Google Form to the Faculty Development Committee and the Provost. (A link to the form will be provided by the FDC in the acceptance letter.) 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 FDC may request the presentation of certain proposals.

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

### ***Objectives***

The objectives of a Category I grant 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 the summer. The timeline for the project should be clearly stated in the proposal. Stipends will not be awarded for proposals undertaken during the regular academic year.

Summer Scholars 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, as such, is treated as taxable income. Accordingly, FICA and federal tax will be withheld.);*
- payment of a student research assistant not to exceed 320 hours (no more than 40 hours/week)  
*(please note that FICA will be withheld);*
- 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 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 must demonstrate that their student assistant falls within the rules of the university's student employment eligibility. Applicants should consult the Human Resource department before applying for a student assistant position.

## **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 faculty members. 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 projects should 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;
- 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 FDC PROPOSALS:***

TITLE OF PROPOSAL

AUTHOR(S) OF GRANT PROPOSAL  
(DEPARTMENT)  
(SCHOOL)  
ANDERSON UNIVERSITY

FUND CATEGORY for which proposal is being submitted

DATE OF SUBMISSION

SIGNATURE of DEAN

\_\_\_\_\_

Total Amount Requested from  
Faculty Development Committee  
*(note funding levels/award limits)*

\$ \_\_\_\_\_

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TO BE COMPLETED BY FDC:

Total Amount Granted by  
Faculty Development Committee

\$ \_\_\_\_\_

Grant Closing Date  
*(funds available through/until)*

\_\_\_\_\_

Formal Report Due Date:

\_\_\_\_\_

## Required 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 AU 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) .....	_____	_____
Student stipend FICA amount (7.65%).....	_____	_____
Faculty stipend request (where applicable).....	_____	_____
Faculty stipend FICA amount (7.65%) .....	_____	_____
<b>TOTAL BUDGETED EXPENSES</b> .....	_____	_____
<i>Outside Funding</i> requested.....	_____	_____
<i>Other Institutional funding</i> requested .....	_____	_____
TOTAL of UNFUNDED expenses .....	_____	_____
<b>TOTAL FUNDING REQUEST from FDC</b> .....	_____	_____

**Grantee must strictly adhere to the *Business Expense Reimbursement Policy* in effect at the time of the grant.  
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Signature of Applicant: \_\_\_\_\_

## SUMMARY REPORT GUIDELINES

Each grantee must complete a project summary report, submitted electronically via a Google Form. A link to this form will be provided within the acceptance letter (sent as an email) and will prompt respondents to answer general questions about the project and provide an in-depth evaluation of the success of their project based on their original goals. Once submitted, the report is automatically made available to the Faculty Development Committee as well as the Provost.

Due dates for summary reports are as follows:

- Grants submitted for the fall cycle: March 1
- Grants submitted for the spring/summer cycle: October 1

In some instances, the Faculty Development Committee may grant an extension of the summary report deadline. Extension requests should be put in writing and sent to the committee at [fdc@anderson.edu](mailto:fdc@anderson.edu). Please also copy the Office of the Provost: [provost@anderson.edu](mailto:provost@anderson.edu).

Marie S. Morris, Provost  
June 19, 2017