

2009 – 2010 Faculty Development Awards

TO: Western Oregon University Teaching Faculty and Librarians
FROM: Diane Baxter, Chair
Faculty Development Committee

General Information

Rounds:

There will be three rounds of funding during the 2009-2010 academic year:

- Two rounds will include Travel Awards (Fall and Spring)
- One round will include Research / Major Projects Awards (Winter)
- One round will include Course Reassignment Awards for 2010-2011 (Spring)

Submissions:

All completed proposals must be submitted to the Provost's Office. The author must sign the log sheet as proof of submission.

- **Note:** It is no longer required to submit Pre-Travel Authorization forms with proposals.

Expenditure / Reporting Deadlines:

- All funds must be expended by **January 15, 2011**.
 - A no cost extension to June 10, 2011 is possible by formal request. Requests for extensions must be filed by January 15, 2011. Please see the General Procedures and Guidelines section for further information on submitting an extension.
- Reports for Research / Major Project Awards received in 2009-2010 are due to the Provost's Office by **October 15, 2010**.
- Reports for Course Reassignment Awards are due to the Provost's Office three months following the completion of the term for which the reassignment time was awarded.
- **Note: All deadlines for expending funds will be strictly enforced.** If award funds are not expended by the deadline dates, the awards will be lost. Travel reimbursement forms must be submitted by the appropriate deadlines. If you receive a travel advance and do not submit the reimbursement form by the deadline, the amount of the advance will be subtracted from your paycheck.
- **Note: All deadlines for submitting reports will be strictly enforced.** If reports are not received by the appropriate deadline, faculty will be denied future awards for a 4 year period in the associated category.

Eligible Faculty

- All tenured and tenure track faculty covered under the Collective Bargaining Agreement.
- Fixed-term faculty with a teaching appointment of .5 FTE and above may apply for Travel grants (Category I and II).
- Fixed-term faculty with a teaching appointment of 1.0 FTE **for more than one year** may apply for Research / Major projects awards (Category III) and Course Reassignment (Category IV) awards.

CATEGORIES

Category I – Professional Travel to Conference: Serving in Official Capacity

Eligibility:

- Individuals seeking funding for participation at professional meetings in an official capacity. This includes giving a presentation, presiding over the meeting as an officer, and serving on a panel or as a respondent.

Award Limits:

- Category I Travel funding will not exceed \$1,200 for each award, pending final budget.
- **Note:** The Committee may elect to fund conference presenters at a higher amount than those serving in another official capacity. The amount funded may be evaluated by the extent of the applicant's duties regarding the conference. Please provide a detailed description of your role in the conference.

Deadlines:

- Round 1: **Friday, November 6, 2009** (Decisions will be made November 17, 2009)
- Round 3: **Friday, April 2, 2010** (Decisions will be made April 20, 2010)
- **Note:** Requests for Professional Travel to Conferences in Official Capacity may be submitted as soon as the conference paper is accepted or official duties confirmed. They may also be submitted pending notification of acceptance or confirmation provided the Committee receives notification prior to Round 3.

Category II – Professional Travel to Conference: Workshop / Attendee Only

Eligibility:

- Individuals seeking funding to attend conferences and professional workshops. These proposals relate to professional activities that enhance one or all of the following:
 - a) your teaching
 - b) your knowledge or skill in your field of study
 - c) the potential impact on the academic environment at WOU and the extended community

Award Limits:

- Category II Travel funding will not exceed \$900 for each award, pending final budget.

Deadlines:

- Round 1: **Friday, November 6, 2009** (Decisions will be made November 17, 2009)
- Round 3: **Friday, April 2, 2010** (Decisions will be made April 20, 2010)
- **Note:** Requests for Professional Travel to Conference: Workshop – Attendee Only may be submitted at any time. The application will be considered at the next Committee meeting where travel funds are awarded.

Category III – Research / Major Projects*

Eligibility:

- Individuals seeking funding for research-related activities which may include (but is not limited to):
 - a) travel for projects
 - b) Research assistant wages
 - c) Research materials and equipment
 - d) Publication costs
 - e) Workshop / training costs
- Proposals should be submitted which may result in:
 - A publishable work as defined in your field (i.e., papers in scientific fields, performances in the creative arts, etc.)
 - Grant funding from other agencies (i.e., NSF, NEH)⁺

Note: Priority will be given to applications from individuals who did not receive research / major projects monies during the previous year. In addition, if individuals are seeking monies for continuation of a project previously funded, then individuals need to describe previous work completed and identify the new elements of the project to be pursued under the current application.

Award Limits:

- Category III Research / Major Projects funding will not exceed \$3,500 for each award, pending final budget.
- **Note:** Collaborative projects are welcome. If the project does not exceed \$3,500, then only one proposal need be submitted. However, in the event that a collaborative project exceeds \$3,500, each author must submit an individual proposal for evaluation.

Deadline:

- Round 2: **Friday, January 29, 2010** (Decisions will be made February 16, 2010)

* Models of successful proposals from the Category III Major Project category are available for examination at Hamersly Library eReserves. They include examples from several disciplines. The website is: <http://www.wou.edu/provost/library/ereserves/facdev/>

⁺ Other sources for grant funding are available at:

<http://www.wou.edu/provost/library/research/reference/grant.htm>

Category IV – Course Reassignment: Scholarly Activities

Eligibility:

- Individuals seeking course reassignment time to pursue scholarly activities related to an individual's area of study. Please refer to Article 8 in the Collective Bargaining Agreement for clarification of what defines scholarly activity.
- **Note:** Individuals with current reassignment time for non-scholarship related purposes (e.g., program coordinators, university committee work, etc.) are eligible for Category IV funding. Those not eligible for Category IV funding include:
 - a) Faculty receiving scholarship reassignment time directly from a Dean's office for a portion of the academic year in which Category IV funding is sought.
 - b) New tenure-track faculty hires receiving reassignment time for scholarship purposes during the academic year in which Category IV funding is sought.
 - c) Faculty who have received a Category IV Course Reassignment award during the previous academic year.

Award Limits:

- Eighteen (18) course releases for scholarship purposes will be available for the 2010-2011 academic year.
- **Note:** In awarding the Category IV Course Reassignments, the Faculty Development Committee will strive to distribute the awards in an equitable and diverse manner across colleges, divisions, academic programs, faculty rank, and academic terms.

Deadlines:

- Round 3: **Friday, April 2, 2010** (Decisions will be made April 20, 2010)

**Suggested Rubric for Assisting in Development of
Research / Major Projects Proposals**

	Excellent	Good	Poor
Statement/ Rationale	Clear statement and rationale articulated	Statement and rationale must be inferred by reader	No statement or rationale
Goals and Expected Outcomes	Clear goals and outcomes articulated	Goals and outcomes must be inferred by reader	No mention of goals and outcomes
Methods and Plans	Methods for completing work specified in clear, logical detail	Methods unclear and incomplete	No mention of Methods or Plans
Timeline	Timeline very clear for all aspects of the project	Timeline mentioned but incomplete	No mention of timeline
Dissemination	Dissemination plans clearly articulated	Dissemination plans mentioned	No dissemination plans
Budget	Budget plans clearly articulated	Budget plans mentioned	No budget plans

General Procedures And Guidelines

1. Proposals should be typed and submitted in a standardized format for each category. See forms attached.
2. Faculty should consult with their Division representatives. These representatives should have some familiarity with the proposals submitted by their colleagues.
3. Applicants are responsible for delivery of proposals to the Provost's Office **in person**, by the stated deadlines. The faculty member must log in his / her application. Applicants should keep a copy of their original proposal and may wish to give a copy to their divisional representative. Please do not send copies to the Committee Chair.
4. Please do not submit Pre-Travel Authorization forms with your proposals. These forms should be submitted direct to the Business Office once they are signed by your Division Chair.
5. A faculty member will be limited to receiving no more than **two awards** for the academic year.
6. The committee members will evaluate all research proposals carefully. Standards will include the clarity, the significance, and the overall quality of the proposal.
7. It is not the purpose of faculty development funds to improve working conditions that are clearly the obligation of the institution to improve. Thus, requests for which the primary purpose is to develop curriculum, and requests for general use computer hardware and software sought to improve the overall productivity of a faculty member, will be of lower priority for the committee. Specific use computer hardware or software may be funded. However, funding likely will be contingent upon a specific outcome that demonstrates faculty development. The committee will consider other campus resources and the possibility of establishing precedents before making awards. The committee may require that computer hardware linked to a specific project revert to the faculty member's division following completion of the project.
8. Faculty receiving awards in Category III will be required to submit a report to the Faculty Development Committee by **October 15, 2010** describing the progress on their project. This report should follow the same format as the original grant proposal, addressing how specific goals, methods, and results were achieved. Reports should not exceed three pages in length.

The Committee has three goals in requesting these reports:

- a) To assist the University in establishing a data base of faculty research activities useful for Institutional Advancement activities, and supporting future grant proposals to outside funding sources;
- b) To provide a means by which the considerable research efforts of WOU faculty may be shared with the campus community;
- c) To provide a means of accountability regarding effective use of faculty development funds.

The committee anticipates that the reports will be available in the Library on reserve. **If applying in subsequent years for a Category III award, you must include a copy of your previous report with your application.**

All applications in Category III should include the total expected project expenditures. Applicants should not structure their proposal to fit within the historical maximum funding for that category. The committee members gain valuable information by knowing total project costs. Also, applications should clearly indicate funds expected from other sources, including funds from outside sources and other sources at WOU.

9. Estimated travel expenditures should be based on established per diems and published lodging rate schedules, as found in the OUS Financial Administration Standard Operating Manual (www.ous.edu/cont-div/fasom/sec11/sumrates.php). The expenses should also include conference fees. You are no longer required to submit Pre-Travel Authorization forms with your proposal.
10. A no-cost extension for a grant is possible by submitting a formal request to the chair of the Faculty Development Committee by the appropriate deadline date (please see cover sheet for deadline date). When submitting the formal request, please include the following: 1) the purpose of the original grant, 2) an explanation for why an extension is necessary, and 3) a revised timeline for when the funds will be spent.

FORMS

The appropriate application forms are available on the faculty development webpage administered by the Provost's office (www.wou.edu/provost/faculty_development.html). To use the forms, save them to your hard drive and then select the correct application form and fill in the appropriate information and print off a hard copy for submission. Do not apply online.

FACULTY DEVELOPMENT COMMITTEE MEMBERS 2009-10

Business & Economics	Mark Seabright
Creative Arts	Diane Baxter Darrel Thomas
Computer Science	Jie Liu
Health & Physical Education	Eric Bruce Daniel Lopez-Cevallos
Humanities	Frank Nevius Tom Rand
Library	Camila Gabaldon
Natural Sciences & Mathematics	Hamid Behmard Arlene Courtney – sab fall term Mike LeMaster – fall term only
Psychology	Eric Cooley
Social Science	Mary Pettenger Kim Jensen
Special Education	Jill Baker
Teacher Education	Maria Dantas-Whitney Karie Mize

EX-OFFICIO MEMBERS

Institutional Advancement	Paul Moredock
Provost	Kent Neely