

Faculty Development Plan

Faculty Development

The College maintains a commitment to support faculty in their pursuit of excellence in professional activities, teaching effectiveness, and college activities. In a survey, Otis faculty expressed interest in development activities including but not limited to the following: support for *professional activities* such as research, funding for supplies and material, or participation in conferences and workshops; support of *teaching effectiveness* related to student learning styles, dealing with problem students, and educating the whole student; and support of *college activities* such as building departmental teamwork, collegiality, and communications.

Faculty Funds

Faculty may apply to the Faculty Development Committee for funds that support reimbursable expenses (other than the applicant's time/labor) associated with individual projects and activities. Receipts for awards that have been given must be submitted by the date given as a condition of the award

Eligibility

Full-time and adjunct faculty who have taught for two consecutive years are eligible to apply for Faculty Funds. After an award is given, faculty are eligible to apply for funding two years after the month their successful application was submitted. (For example, if you submit a successful application by October 1, 2005, you could submit reimbursement receipts from the time you receive notification of your award (on or before November 30, 2005) until June 30, 2006, and then be eligible to apply for funding again as of the application due date of October 1, 2007.)

For faculty who have previously been awarded a grant, an additional requirement for eligibility is the completion of all the requirements for the prior grant, including dissemination.

Application and Award Time Frame

Applications will be considered twice each year, in March and October. The application deadline for 2006-07 is the first Monday in March for grants occurring from April through October, and the first Monday in October for grants occurring November through March. The committee will notify applicants of the outcome in the month following the due date.

Faculty Funds Proposal Requirements

Proposals for faculty funds must include the following:

1. The proposal must include (a) a description of what the Faculty Funds are for and (b) an explanation of how the activities described in the funds proposal would help the faculty member meet at least one of the three criteria for rank and

- promotion: professional achievement, teaching effectiveness, and/or contributions to the college. Note: funds may not be used to purchase computer hardware.
2. Funds are available for activities and/or time frames not covered under the terms of the faculty contract. In other words, faculty may not receive funding for work that is already a part of their employment. (a) The proposal must include a description of what the Faculty Funds are for and an (b) explanation of how the activities described in the funds proposal would help the faculty member meet at least one of the three criteria for rank and promotion: professional achievement, teaching effectiveness, and/or contributions to the college. Note: funds may not be used to purchase computer hardware.
 3. Each faculty member who submits an application for funds must (c) describe how the results of a funded activity might be shared. There are many ways in which the results of funded activities might be shared, and the following are meant as examples only: documentation related to a conference presentation, notes taken while attending a conference, the results of research, or exhibition material created with supplies funded by the College might be posted as text or images on the Faculty Resource Center folder on the Otis intranet.
 4. As part of the project's dissemination, all faculty must submit project outcome materials (may be text, or text with images. Images without descriptions or explanations are insufficient) to the Faculty Development site located on the intranet.
 5. The terms and conditions of any prior award must be completed before new funds are considered. Please note that reimbursements are based on College policy. Grantees are urged to consult the *Faculty Handbook* about "Purchasing Procedures," "Reimbursements," and other relevant policies upon receipt of grant approval notification. Payment for services also needs to follow the College's Conflict of Interest Policy, and where applicable requires the completion of a W-9 Form (tax payer identification number) for those who are remunerated for services. For additional questions, please consult the Business Office.
 6. Faculty members applying for a Faculty Development Grant should consult with their department chair prior to submitting their application in order to ensure that the faculty member will be able to complete the activities he or she is applying for without disrupting the business of the department. Chairs give their approval of the application with a signature. Chairs will not arbitrarily deny applications, and should state any specific reasons for declining approval on the application. Reasons for denying an application may include but are not limited to, faculty members applying to take a trip during a critical week of classes, or going to a conference during an important department event. Should faculty disagree with the chair's decision, they may appeal the decision to the Provost. Faculty members must have the approval signature of either their chair or the Provost prior to submitting the application to the Faculty Development Grant committee.
 7. Funds are available for activities and/or time frames not covered under the terms of the faculty contract. In other words, faculty may not receive funding for work that is already a part of their employment.

Funding Levels

Awards may not exceed \$2,500 per person. Individual faculty may only submit one application for funds per year. The Committee may grant all or part of a funding request, as long as the award does not exceed \$2,500 per person.

There may be situations in which there are more Faculty Funds Applications than there are available funds. In these situations, not all applications can be funded and the Committee may be called upon to fund a limited number of requests. See “Faculty Development Committee.”

Responsibilities of Award Recipients

Funds recipients are responsible to complete the activities or projects that have been fully or partially funded by Faculty Funds. Recipients must also submit to the Faculty Development Committee a report describing the results of their activity or project, and must share the results of their funded activities or projects on the Otis intranet and through other appropriate means. The report and the shared results are due four months) after the final date for submitting reimbursable receipts. If the project/activity for which funding has been granted is not complete by October 1st, then an interim report must be submitted within the same time frame which describes the progress of the project/activity, anticipated due date for its completion, anticipated due date for the final report, and anticipated date by which the project will be shared.

Faculty Development Committee

The purpose of the Faculty Development Committee is to review funds proposals and to select those that the Committee recommends be funded. The Committee also ensures that the funded activities have been documented and shared with the College community.

Selection Criteria

The Committee will consider the following criteria in choosing which funds applications it will recommend for funding.

1. *Value to the Faculty Member:* In awarding Faculty Funds the Committee may consider the extent to which the activities identified in the application for funds might benefit the faculty member. In this regard, the Committee would consider the extent to which the proposed activity relates to one of the three criteria for rank and promotion: teaching effectiveness, professional achievement, or contributions to the college and/or community.
2. *Value to Otis:* The Committee may also consider the extent to which the activities identified in the application for funds might benefit the College. In this regard, the Committee would consider the extent to which the proposed activity is consistent with or supports the mission of the college, the mission of the department, and/or the educational goals of the department.

When there is insufficient money to fund all applications, the Committee may also take the equity of awards between departments into account. These considerations include:

1. *Departmental Equity:* Although it is not possible to create a formula for how many awards should be granted, the Committee will attempt to distribute funds

- fairly between departments. Among other things, the Committee will take into account the number of faculty in departments when considering equity.
2. *New-Applicant Preference*. When there is insufficient money for all funds applications, preference would be given to individuals who have not previously received funding.

Committee Membership

The Committee should endeavor to include one member from each department. Committee membership is assigned by department Chairs. If a department elects not to provide a Committee member during a particular year, it must notify the Committee of that in writing. The chair of each department that wishes to have Committee representation will submit a nominee to the Co-Chairs of Academic Assembly who will form the Committee each year. The Committee should consist of 3 – 4 faculty, 2 – 3 department chairs, and the Vice President for Academic Affairs and Director of the Library who will serve as ex officio members. Because of the need for administrative assistant support in the execution of the chair's function, the Committee will appoint a Chair from among department or assistant chairs who are members. An individual may not serve on the Committee for more than two consecutive years. Individuals who have submitted or plan to submit a Faculty Funds proposal may not serve on the Committee. The Committee should endeavor to have staggered term membership.