The committee received 4-5 requests for wording changes from individual faculty members and committee chairs. The only action we completed was the merger of the two faculty senate committees (development and research grants) into a single committee. In investigating the other requests we discovered the handbook had not been updated in at least two years and we were loathe to begin changing wording until we were sure we were working from the latest version. The decision was to defer discussion of these changes until the "current" version of the handbook could be reviewed and updated. This duty will fall to the 2010-2011 Handbook Committee. Both the incoming FS President and incoming Faculty Handbook Committee chair are aware of this.

Attached is the version of the committee charge and description approved by the Senate.

7.2.1 Faculty Development and Research Grants Committee Guidelines

Purpose

The purpose of the faculty development and research program is to encourage faculty to remain pedagogically and academically current in their respective fields and to facilitate well-defined and purposeful research, curricular revision, and creative activities.

Criteria

The potential contribution to the faculty member(s), the discipline, the department, college, and University is the basic criterion. Activities funded by these grants must clearly demonstrate the potential for enhanced teaching and/or scholarly research. All grants should:

- be clearly written and understandable to a person outside the discipline
- provide a sharp focus on the objective of the grant and outline reasonable steps to achieve that objective
- enable faculty member to update and enhance professional skills

In addition, research grant proposals should also:

- aid in the development of a research environment in a primarily undergraduate university
- encourage faculty members towards a more extensive research program

Eligibility

Unless specified below, all full-time faculty members are encouraged to apply for funding.

All full-time faculty members who have been awarded the terminal degree or who have been granted tenure are eligible to apply for a long-term research grant.
All tenure-track or tenured faculty members are eligible to apply for a summer fellowship.

Restrictions

Funding cannot be used to pay tuition for advanced degree studies or for programs of study leading to licensure.

Proposals asking for unstructured activities (e.g. visits to other institutions) will not be funded.

Proposals for general travel experience will not be funded.

Funding submitted for events completed prior to the application deadline will not be considered.

Any research involving human or animal subjects must be reviewed and approved by the appropriate committee. Indication that such approval has been given should be noted on the grant application.

It is expected that short-term faculty development opportunities will normally last a minimum of one eight-hour day and that they will require the faculty member to play an active role. It is expected that longer faculty development opportunities will be carefully structured and/or organized by a recognized professional organization.

Title to all permanent materials and equipment purchased with grant funds rests with the University.

The University has a legal claim to payments, royalties, or other fees resulting from research or other activities supported totally or in part from funds from the committee. Negotiations regarding fees must be made with the Chancellor or his/her designate.

Grants will be closed at the end of the grant period unless a formal request for extension is granted by the committee’s chair and all faculty development grants terminate upon the official employment termination date of the faculty member at UTC.

Long-term research grants are normally made for a period of not more than one year. Requests for grants extending over greater periods of time will be considered when explicitly stated. The range of grants will be up to $3,000 per grant. Proposals with moderate funding are encouraged.

Summer fellowships are for the amount of $2,500 or $5,000 to be paid at the beginning of the first summer session. Faculty receiving a $5,000 fellowship may not teach a summer course in the year in which they receive a fellowship. Faculty receiving $2,500 may not teach more than one summer course in the year in which they receive a fellowship. A faculty member may not receive a long-term research grant and a summer fellowship in the same year or more than one summer fellowship in a three-year period.
Range of Activities Funded

Individual

Examples of activities eligible for funding include the following:

a. Attendance at workshops, short courses, institutes, conferences, seminars, symposia, and participation in major activities of their respective professional associations.

b. Extended workshops or institutes abroad.

c. Travel, equipment, library resources, publication costs, and other materials or professional and/or secretarial aid related to a research project.

d. Purchase of part-time replacement faculty for a portion of the faculty member’s teaching load. Further appropriate signatures are required for this type of funding request.

Group Grants

Whereas the purpose of the faculty development program is to encourage faculty to keep current in their respective fields, it also serves the purpose of strengthening relationships across disciplines.

a. Any department scheduling five faculty seminars or workshops in a year shall be entitled to apply for a $750 maximum allotment to provide for an honorarium and expenses for an off-campus scholar (or scholars) to conduct (an) additional seminar(s). The seminars should be scheduled on a regular basis (e.g. monthly or bimonthly) and a scholarly paper or talk should be presented. The majority of the seminars should be conducted by UTC faculty members.

b. Any department scheduling ten seminars or workshops in a year shall be entitled to apply for a $1,500 maximum allotment to provide for honoraria and expenses for an off-campus scholar (or scholars) to conduct (an) additional seminar(s). The seminars should be scheduled on a regular basis and a scholarly paper or talk should be presented. The majority of the seminars should be conducted by UTC faculty members. No department will receive more than $1,500 in group grants per year.

c. Departments or groups of faculty may apply for funds for workshops, on-campus or off-campus, dealing with substantive issues related to disciplinary or interdisciplinary topics, or dealing with pedagogical concerns.

Forms and Reporting

Applicants must submit the proper form to the chair of the committee. Grant applications will be acted upon four times a year, as announced by the committee and summer fellowships one time a year.
All awardees are required to submit a final report (again on the appropriate form) within sixty (60) days of the project’s completion to the chair of the committee and to the Provost. Awardees who fail to do so will not be awarded subsequent grants.