Faculty Development Grants guidelines

Overall Goal of FDG: Encourage faculty to remain pedagogically and academically current in their respective fields.

Group Faculty Development Grants
“To keep faculty current in their respective fields and strengthen relationships among institutions in the area”

Notes: No department shall receive more than $1500/year.
Exact amounts only with no over or under amount.
Award all or none at all.

Guidelines for Group Faculty Development Grants 7.2.1.2

Minimum of Six Speakers
- A maximum of $750.
- The series must have five speakers with majority from UTC faculty plus at least one off-campus speaker.
- Funding is for honorarium and/or expenses for off-campus speaker.
- Seminars should be scheduled on a regular basis.
- Scholarly information should be presented.

Minimum of Twelve Speakers
- A maximum of $1500.
- The series must have 10 speakers with a majority from UTC faculty plus at least two off-campus speakers.
- Funding is for honorarium and/or expenses for off-campus speaker.
- Seminars should be scheduled on a regular basis.
- Scholarly information should be presented.

Group Grant Rating Rubric (suggestions)
High Ranking (5-4)
- Proposal fully conveys how the seminars will contribute to the goals of the FDG.
- Names, dates, and titles for seminars are listed.
- Well planned series.
- Budget is clear and appropriate.

Moderate Ranking (3-2)
- Proposal is of adequate quality.
- Proposal satisfactorily conveys how the seminars will contribute to the goals of the FDG.
- Minor concerns with the budget and/or budget not clear.

Low Ranking (1-0)
- Proposal does not convey how the series will contribute to the goals of the FDG
- Guidelines for grant are not followed
- Application is incomplete
- Budget is inappropriate
- Wrong version of application form
- No report on previous grants

Remarks:
1. If an applicant had received an award in the past 12 months, deduct 1 point from the ranking that you assigned to the proposal.
2. The committee chair may neither submit a proposal, nor be a part of a submitted proposal.
3. If a committee member submits a proposal, then the committee member may neither rank proposals, nor participate in the discussion. In effect, the committee member "sits out," for that round.
4. Awards shall be made according to ranking from highest to lowest, until the amount to be spent on that round runs out.
Individual Faculty Development Grants

“To enable faculty members to update and enhance professional skills” and “offer the promise of enhanced teaching and/or research capability”.

Notes: Awards are open to all full-time faculty, including 1-year appointments, and instructors. This does not include adjuncts.

Guidelines for Individual Faculty Development Grants 7.2.1.1.

- Funding is considered for attendance of short-term workshops, short courses, institutes, conferences, seminars, symposia and special sessions such as those offered by scholarly and professional organizations.
- These activities should last a minimum of one 8-hour day.
- Faculty should play an active role in the learning process (e.g., program of readings, preparation of a grant proposal or presentation of paper).
- Funding is considered for faculty to participate in an extended summer workshop or institute abroad. These should be carefully structured and organized by a recognized professional organization.
- Application must be complete (e.g., supporting documentation, head/dean signature)
- Funding cannot be requested to pay tuition for advanced degree studies or for programs of study leading to licensure.
- Funding cannot be requested for unstructured activities (e.g., visits to other institutions).
- Proposal must be submitted on current proposal form.
- Applicant must have submitted a follow-up report from previous grant(s).

Individual Grant Rating Rubric (suggestions)

High Ranking (5-4)
- High quality proposal that fully conveys how activity will contribute to enhancement of applicant’s research and/or teaching skills.
- Activity involves active participation by applicant. (e.g., presentation of paper and/or workshop, invited speaker)
- Supporting documentation indicates high quality educational/professional opportunity.
- If activity is accepted prior to application, applicant has included a copy of the acceptance or presentation schedule.
- Appropriate budget.

Moderate Ranking (3-2)
- Proposal of adequate quality.
- Proposal does not fully convey how activity will contribute to the enhancement of applicant’s research and/or teaching skills.
- Moderate participation of applicant in activity (i.e., only conference attendance with no good justification for how participation will enhance teaching/research skills)
- Minor concerns with the budget and/or budget not clear. Budget request exceeds award limit.

Low Ranking (1-0)
- Poor quality proposal
- Proposal does not convey how activity will contribute to enhancement of applicant’s research and/or teaching skills
- Unclear or incomplete budget
- Wrong version of application form
- No report on previous grants

Remarks:
1. If an applicant had received an award in the past 12 months, deduct 1 point from the ranking that you assigned to the proposal.
2. The committee chair may neither submit a proposal, nor be a part of a submitted proposal.
3. If a committee member submits a proposal, then the committee member may neither rank proposals, nor participate in the discussion. In effect, the committee member "sits out," for that round.
4. Awards shall be made according to ranking from highest to lowest, until the amount to be spent on that round runs out.