

GUIDELINES FOR SUBMISSION OF FACULTY DEVELOPMENT GRANT PROPOSALS

COLLEGE OF ARTS AND SCIENCES, EASTERN KENTUCKY UNIVERSITY

These guidelines are designed to assist faculty members of the College of Arts & Sciences in the submission of faculty development grant proposals.

1. Review Committee

- a. The Research and Faculty Development Committee shall be responsible for reviewing applications for faculty development grants administered by the College of Arts and Sciences.
- b. The composition of the committee and the procedures for the election, appointment, and replacement of its members are outlined in the *Policies and Procedures for the Research and Faculty Development Committee*.
- c. A committee member shall recuse himself/herself when his/her application for faculty development grant, or that of his or her immediate family member, is being evaluated.

2. Application Process

- a. All full-time tenured and tenure-track faculty in the College of Arts and Sciences are eligible to apply for faculty development grants.
- b. Subject to availability of funds, awards will normally be made twice each academic year, once in the fall semester and once in the spring semester.
- c. Proposals may be submitted at any time but to ensure consideration for fall awards, proposals must be submitted by October 1. To ensure consideration for spring awards, proposals must be submitted by February 1.
- d. Faculty Development Grant Proposals must be submitted on yellow paper, using the application form (CAS_faculty_dev_grant_application.doc) located on the college website. For an application to be considered, all information required in the application form must be provided. Documentation of the presentation/exhibition should be included (e.g. letter of acceptance for a presentation, copy of appropriate section of the official program or exhibit catalog, and call for applications/registrations for training workshops showing the topics to be covered, venue and dates).

For meetings where the call for proposal is published late in the fall semester or early in the spring semester, it is possible that faculty may not receive the acceptance letter by February 1. Since spring awards are made soon after the February 1 deadline, such an application may be considered if the applicant provides a copy of the submitted abstract with a brief statement that he/she is unable to provide proof of acceptance as of yet and that he/she shall provide it as soon as he/she gets it. Funds shall not be disbursed before the documentation is received in the dean's office.

- e. Proposals must be routed through the chair of the department to the dean's office.

- f. It is expected that proposals will be reviewed and supported by the faculty member's department. Proposals not supported by the faculty member's home department may still be considered, depending on the circumstances.
- g. Proposals must state purpose, estimated amount, and dates for the requested funding.
- h. Faculty development grant funds must be used in the fiscal year (July 1 to June 30) in which the award is made. Requests for reimbursements should be submitted as soon as the activity is completed.
- i. Faculty members with activities occurring after July 1 but before awards are made for the new fiscal year may apply for faculty development grants retroactively in the fall semester.
- j. In normal circumstances, each faculty member may receive only one faculty development grant per year.
- k. The amount of the awards will vary depending on factors such as funds available, number of proposals received and the type of faculty development activity undertaken.

3. Priority for Use of Funds

While there is no definitive list of priorities for the use of college development funds, the Committee usually follows the general priorities below. These priorities are not all-inclusive, nor does the Committee believe they should be; but the list does indicate that the probability of funding for some types of proposals is greater than for others.

- a. Presentation of scholarly/creative work at professional conferences/exhibitions.
- b. Participation in workshops, short courses or off-campus classes.
- c. Activities that involve the scholarly/creative interaction of faculty members and students within the university or with other universities and schools.
- d. Attendance at professional conferences, seminars or other venues of scholarly/creative activity.
- e. Additional activities that may be justified as supporting faculty development.

4. Changes in Guidelines

- a. Proposed changes in the guidelines may be submitted to the Associate Dean for Administrative Affairs and Research by a department or by a college faculty member.
- b. Proposed changes in the guidelines must be approved by the Research and Faculty Development Committee prior to the beginning of the academic year in which they are to take effect.

Approved September 27, 2001.

Revised: 9/25/2006.

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