

**POLICIES AND PROCEDURES FOR THE RESEARCH AND FACULTY  
DEVELOPMENT COMMITTEE**

**COLLEGE OF ARTS AND SCIENCES  
EASTERN KENTUCKY UNIVERSITY**

**OUTLINE**

|    |   |   |
|----|---|---|
| A. | Mission Statement.....                  | 2 |
| B. | Structure of Committee .....            | 2 |
| C. | Responsibilities of the Committee ..... | 4 |

**APPENDICES**

- Appendix 1: Guidelines for submission of faculty development grant proposals
- Appendix 2: Sabbatical leave policies and procedures
- Appendix 3: The College of Arts & Sciences Ruric and Mary Roark Distinguished Lecture
- Appendix 4: Procedures, guidelines and criteria for selection of the recipients of the college of arts and sciences excellence in research and creative activities awards
- Appendix 5: Junior faculty summer research award.....

## A. MISSION STATEMENT

The mission of the research and faculty development committee is to promote the professional development of the faculty in the College of Arts & Sciences by evaluating and making recommendations on applications for funding for professional development activities and for awards that recognize faculty achievement, and by reviewing policies and procedures pertinent to faculty development to ensure that they continue to meet the needs of the college and its faculty.

## B. STRUCTURE OF THE COMMITTEE

1. For the purposes of electing/selecting members to the College of Arts & Sciences Research and Faculty Development Committee, the departments within the College are divided into the following areas:

*Area I:* Department of Art & Design, Department of English & Theatre, Department of Foreign Languages & Humanities, Department of Music, and Department of Philosophy & Religion.

*Area II:* Department of Biological Sciences, Department of Chemistry, Department of Computer Science, Department of Earth Sciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy.

*Area III:* Department of Anthropology, Sociology & Social Work, Department of Economics, Department of Geography, Department of Government, Department of History, and Department of Psychology.

2. The College Research and Faculty Development Committee shall consist of ten members comprised of the Associate Dean for Administrative Affairs and Research as a non-voting member, six elected members of the faculty, two from each Area (See B-1), and three members of the faculty appointed by the Dean, one from each Area.
3. The Associate Dean for Administrative Affairs and Research shall chair the committee.
4. The Dean shall conduct election of faculty members of the committee according to the schedule shown in Table 1. Each eligible department (see B-11) of the College shall nominate one individual for election to the committee. Only full-time, tenured and tenure-track faculty are eligible for membership on the committee, as per the constitution of the College of Arts and Sciences. A faculty member may only serve on one standing college committee at a time in an effort to ensure broad representation and participation on standing committees from across the College. Because of the nature of the responsibilities of this committee, departments are encouraged to nominate individuals with at least two years of experience as a faculty member in a university, or commensurate experience with an agency and/or professional organization. Department chairs are not eligible for membership on the Committee. All full-time, tenured and

tenure-track faculty of the College are eligible to vote for candidates nominated for membership on the committee. After the vote, candidates shall be ranked according to the number of votes received.

Table 1. Representation schedule by Area beginning with the 2006/07 academic year

|               | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> |
|---------------|---------------|---------------|---------------|
| <b>Area 1</b> | I, 3          | R, 2          | R, 1          |
|               | I, 2          | R, 1          | N, 3          |
| <b>Area 2</b> | I, 2          | R, 1          | N, 3          |
|               | I, 1          | N, 3          | R, 2          |
| <b>Area 3</b> | I, 1          | N, 3          | R, 2          |
|               | I, 3          | R, 2          | R, 1          |

Key: I = initial election, R = returning, N = New election. The number after each letter denotes number of years of service remaining.

5. During the initial election (2006-07), the members shall be elected for three-, two- and one-year terms as indicated in Table 1. The unequal number of years for this group is for the purpose of setting up the initial staggering of the committee membership and for establishing three-year rotations of elected committee members. Individuals receiving the most votes from each of the three Areas will serve the longest term for that Area according to Table 1. The individual with the second most votes for each Area shall serve as the second elected representative for that Area, while the individual with the third most votes shall serve for one year as an alternate. The purpose of the alternates will be to replace the elected Area representatives should the need arise.
6. In subsequent years, two individuals will be elected for three-year terms as indicated in Table 1. For each Area, the individual receiving the most votes shall be the new elected representative, while the individual with the second most votes shall serve for one year as an alternate. For Areas where election of a committee member is not required in a given year, an alternate shall be elected from nominations by departments not already represented on the committee for the year. The individual with the most votes shall be the alternate.
7. If an alternate serves for only one year, his/her service shall not affect his/her eligibility or that of his/her department for representation on the committee according to the schedule in Table 1. If, on the other hand, an alternate serves for two or more consecutive years, he/she shall be deemed to have served as a regular committee member and his/her eligibility or that of his/her department for representation on the committee shall be governed by the schedule in Table 1.

8. When appointing the required additional committee members (see B-2) the Dean shall consider the diversity of the College in terms of factors such as, but not limited to, department, gender, race, rank, and age. The appointed faculty members shall serve for one-year terms. They may be reappointed for a maximum of three years so long as their reappointments meet other eligibility requirements in this document.
9. The committee members and alternates shall be elected no later than September 1 of the year in which it is to function. Appointment of committee members by the Dean shall be made as soon as possible after the elections, but no later than September 10. Normally, the elections will be held in the spring semester preceding the academic year the committee is to function.
10. A department shall not be represented on the committee by two members, elected or appointed, during the same academic year.
11. Once a department has been represented on the committee by election or appointment, faculty members from that department shall not be eligible for election or appointment until such a time when all departments from the same Area (see B-1) have been represented on the committee, or a suitable nominee from the eligible departments can not be found. An exception shall be made in the case in which the representative is an alternate who serves on the committee for no more than one year.
12. A quorum shall consist of a simple majority of the voting members.
13. The committee will elect, by simple majority, from its membership a recorder for the purpose of taking and distributing meeting minutes. It will be the responsibility of the chair and recorder to provide leadership, conduct meetings, and distribute the minutes of each meeting of the committee within 14 calendar days.
14. It is the responsibility of members to contact the committee chair in the event that they will not be able to attend a regular or special meeting. If a committee member is absent from three consecutive meetings without cause, the seat will be declared vacant and filled by either election or appointment according to how the seat on the committee was originally filled. The committee chair will report to the Dean when a seat is declared vacant or when a member resigns from the committee.
15. If any date specified on this document falls on a weekend or official holiday, then the effective date shall be considered the next day on which university administrative offices are open.
16. Proposed changes to these guidelines must be approved by the Research and Faculty Development Committee by a majority vote prior to the beginning of the academic year in which they are to take effect. Note that the documents in the appendices are independent of these guidelines and follow the approval process outlined in each appendix.

### C. RESPONSIBILITIES OF THE COMMITTEE

1. The function of the Research and Faculty Development Committee will be to:
  - a. Review and make recommendations on faculty development grant proposals.
  - b. Review and make recommendations on faculty sabbatical leave applications.
  - c. Review and make recommendations on applications for The College of Arts & Sciences Ruric and Mary Roark Distinguished Lecture (“The Roark Lecture”).
  - d. Advise the Dean on matters related to research, scholarship, and creative activities.
  - e. Review policies and procedures dealing with research and grant administration.
  - f. Select individuals from each of the three areas of the College to receive the excellence in research and creative activities awards.
  - g. Review and make recommendations on applications for the College of Arts & Sciences Junior Faculty Summer Research Awards.
2. Detailed guidelines for the committee in reviewing applications for faculty development grants, sabbatical leaves, the Roark Lecture, excellence in research and creative activities awards, and junior faculty summer research awards are provided in the appendices.
3. The committee should meet at least once each month from September through April, or as necessary to conduct the business of the College. Additional meetings may be called by the Chair or by a simple majority of the committee.

---

Adopted: 9/25/2006.

**APPENDIX 1**  
**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 (e.g. copy of appropriate section of the official program or exhibit catalog) should be included.
- 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.

**The rest of the appendices will be included after review and/or approval.**