

Florida Gulf Coast University Faculty Senate Professional Development Fund Grant Guidelines

2008-2009

Philosophy

Professional Development Fund Grants (PDFGs) support faculty development and institutional excellence. Through the use of PDFGs, teaching effectiveness may be enhanced, scholarly endeavors enriched, and academic programs developed and strengthened. PDFGs provide faculty with opportunities for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, and travel. Grants of up to \$2,000 per person per academic year (for reimbursable expenses) will be awarded for professional development activities that involve teaching, research, service, and/or creative endeavors. The Professional Development Fund grants are competitive and awards are based upon the merit of individual proposals. Only proposals that follow the guidelines as described below will be considered for funding. These awards are not entitlements and there is no guarantee a particular applicant will earn an award for his or her proposal. Applicants are reminded not to make financial commitments based upon the expectation of earning a PDFG award.

Definitions

Funding cycle: the annual or extended academic period of July 1 through August 31 of the following year within which grant monies are available (for example July 1, 2008 through August 31, 2009).

Review period: period within which grant applications are reviewed; fall term and spring term deadlines for submission of applications begin each review period; the processing of applications takes approximately one month after the submission deadline.

Eligibility

Full-time FGCU faculty with the academic rank of instructor, assistant professor, associate professor, or professor who are tenured or serving in continuing, fixed, and multi-year contracts/appointments shall be eligible for Professional Development Fund Grants (PDFGs). Only in-unit faculty, eligible for Senate membership, are eligible for the PDFGs. These grants are for attendance at workshops, conferences, seminars, and for other scholarly, pedagogical, and other professionally-related activities. Examples of appropriate expenditures include participation at national or international professional meetings and pedagogical programs, artistic supplies, books or journals not readily available in the FGCU library, research equipment, and travel required to access resources of other institutions, but not including memberships in professional/academic societies. Funds may be used for reimbursement of appropriate expenditures made or to be made within the funding cycle of July 1 through August 31 of the following year. Professional development funding priority will be for activities that contribute to progress toward promotion, or activities that directly support the mission of FGCU, the applicant's Unit, and/or the applicant's respective Division/Program, or Department. Applicants

are eligible to earn the equivalent of one full dollar amount award in each funding cycle currently set from July 1 through August 31 of the subsequent calendar year. For example, an applicant could hypothetically earn an award equal to 50% of a full award in the fall term review period, and would therefore be eligible to apply for 50% of a full award in the spring term review period, all within the same funding cycle; for the same or for a different professional development activity. If the funding request is for an activity that has already been funded in the previous cycle then the application will be reviewed for further funding only if there are funds remaining after applications for new activities are reviewed. Funding cycles are an extended academic year to ensure coverage for any eligible faculty expenditures made during summer or vacation periods.

Criteria and Process

Determination of the extent to which the award will enhance the future performance of the individual's duties as a faculty member and/or benefit the department, college, and institution will be used as criteria to evaluate each Professional Development Fund Grant application. The committee members who are charged with processing applications are uniquely qualified to evaluate applications from each of the disciplines. The members represent each Unit, and therefore possess a degree of familiarity with the unique work within each discipline. Administration of the process is part of the service component of faculty duties, and thus administrative costs are minimal.

There are three criteria used to evaluate applications. These are as follows:

1. Significance of the activity for the faculty member.
2. Professional development of the faculty member and impact on future performance.
3. Benefits/supports mission of the applicants Unit and FGCU.

All complete applications are reviewed by each of the committee members and scored on a scale of 1 to 5 for each of the criteria, with 5 being excellent and 1 being unsatisfactory, and an average score is developed for each application. A composite score is then developed based on equal weighting for the three criteria. Applications are ranked from highest to lowest average score, and based on the budget a cutoff is applied to determine the total number of applicants funded in the given cycle.

Application

Faculty members may only submit one application per review period (fall or spring) but may submit an application in each review period in the funding cycle. Applicants are limited to a maximum dollar amount of one full grant per funding cycle (\$2000.00 in this year's cycle). Should a faculty member receive funds for a specific professional development activity, but be unable to use the funds for the approved activity, it is the responsibility of the faculty member to notify the Committee as soon as possible and submit an amended application for further review. The funds cannot be automatically transferred to a different activity than approved for. Faculty members are accountable for their activities while using Professional Development Funds.

If the application for a given activity has also been submitted in a prior cycle, then it should be indicated as such on the cover sheet. Further, the amount of funding received for that activity must also be indicated on the application cover sheet.

If a faculty member has received a specific funding award, such as \$1000, but uses a lesser amount, for example \$800, then the faculty member will be eligible to apply for the balance of the amount for a different activity, up to the maximum. If the maximum for the year is \$2000, then the faculty member is eligible up to the balance of \$1200.

Applications should be assembled in the following order as set forth below. The application should be submitted to the Office of the Provost (Academic 5) for processing in electronic form only via e-mail to Facultydevelopment@FGCU.edu. Applicants will receive an automatic confirmation by e-mail upon submission of their applications. This confirmation verifies receipt but not completeness of the application submitted. Applicants are responsible for submitting completed applications. Submissions may be received one month before the respective deadline date, but submissions received after the deadline date will not be processed during that review period. A copy of the application should be submitted to the applicant's supervisor, and a copy should be retained by the applicant. Only electronic copies of applications will be accepted.

- A. Proposal Cover Page
- B. Body of Proposal
 - 1. Name, title, department unit
 - 2. Full description of the nature of the professional development activity (if attending a conference, please include brochure in attachment section)
 - 3. Location and dates of activity (as applicable)
 - 4. Brief explanation of why this activity is important and how it will improve the employee's effectiveness in his/her current role and/or supports promotion
 - 5. Explanation of how proposed activity relates to needs of department/unit and/or supports the mission of the university
- C. Detailed Budget Page (follow university travel reimbursement guidelines in estimating these expenses). All receipts are to be scanned into the application file.
- D. Current resume or vita
- E. Documentation (brochures, etc.) to include evidence of participation in the proposed activity. The documentation should be specific in the details of the applicant's involvement, and not just links to the event websites.
- F. All documents MUST be combined into a SINGLE pdf file

The committee will not access web sites from links provided, it is the responsibility of the applicant to provide all the details in the documentation.

Failure to include ALL items may result in rejection of the Professional Development Fund grant proposal.

Professional Development Fund Grant Selection Process

The Professional Development Selection committee is comprised of one full-time ranked faculty member elected from each College and the Library. The Provost's office will appoint a representative from Academic Affairs to the committee.

Timeline for Applications

There are two application deadlines. Funding for Professional Development Grants will be equally divided and made available for the two (2) funding review periods (fall and spring) described below. Applicants whose proposals are not funded due to lack of funds are encouraged to resubmit for the next review period. An award of a grant in the fall review period will not disqualify applications for the spring review period. Awards for both review periods are limited only by the maximum dollar amount of one full grant (\$2000.00). Applicants may submit their proposals any time on or before the due date, once the submission system opens. The due date is a strict deadline regardless of when it falls on the calendar as the submission system is electronic. Dates for application acceptance and due dates are as follows:

Fall application submission system opens October 1, 2008

Fall application submission system closes at midnight Eastern Standard Time **on the due date**, November 1, 2008

Applicant receives notification by approximately the first week of December, 2008

Spring application submission system opens February 1, 2009

Spring application submission system closes at midnight Eastern Standard Time **on the due date**, March 1, 2009

Applicant receives notification by approximately the first week of April, 2009.

Cover Sheet for Professional Development Funds Application

Name _____

Rank _____

Department _____

College _____

I am applying for a Professional Development Grant for the following time period:

_____ November 1st (fall review period)

_____ March 1st (spring review period)

I have applied for professional development funds for this specific activity in the prior review period/cycle:

Yes____ No_____

If Yes, indicate the amount of funding received and used

Funding Received_____ Funding Used_____

The nature of the proposed professional development activity:

Signature of Applicant

Received by

Date

Original to Provost via email to Facultydevelopment@FGCU.edu

Copy to Supervisor and copy retained by Applicant

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(Please include all supporting documentation with your application; please do not make financial commitments for activities based solely in anticipation of receiving a grant award, as there are no award guarantees; and please allow a minimum of one month for processing time before notification of status of application following any given submission deadline)

Revised Document Approved by Faculty Senate: [10-14-05]