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SR-08-09-34 FDC

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FACULTY DEVELOPMENT COMMITTEE RECOMMENDATION

SR-08-09-34 FDC

Recommends that the information sheets as well as the application form pertaining to both the Individual Faculty INCO Foundation Grant and the Group Faculty INCO Foundation Grant be revised as per the attached; with new language being indicated by **bold** font and deletions being indicated by ~~strikethrough~~.

RATIONALE:

This recommendation addresses three areas of confusion that faculty members have routinely faced when preparing and submitting an application for an Individual Faculty INCO Foundation Grant:

- 1) The revised information sheet (pages 3-4) presents a less restrictive definition of “complete and itemized budget”. The current explanation of “complete and itemized budget” contains the wording “both for expenditures and proposed funding sources”. The committee recognizes a variation in departmental funding across the university. Therefore, the committee often finds it difficult to deny the eligibility of applicants who do not submit a complete budget through the exclusion of listing proposed funding sources. The committee recommends that a complete budget consists of an itemized listing of expenditures only.
- 2) The revised information sheet includes “exams/certifications” as one type of ineligible project. The committee feels that this type of project does not support the purpose of the grant.
- 3) The revised online application form (pages 5-6) presents a consistent format with the instructions for completing an application as found on the Information Sheet for the Individual Faculty INCO Foundation Grant.

This recommendation also addresses five areas of confusion that faculty members have faced when preparing and submitting an application for a Group Faculty INCO Foundation Grant:

- 1) The revised information sheet (pages 7-8) clarifies the question of faculty eligibility, using language that reflects the diversity of types of academic appointments across colleges and academic units, while also insuring that grant funding is reserved for faculty who are likely in long-term appointments. The clarification of eligible faculty is made consistent with the explanation of eligible faculty on the Individual Faculty INCO Foundation Information sheet.
- 2) The bulk of revisions to the revised information sheet bring some terminological consistency to the document, enhance the organization logic by collapsing similar categories and rearranging others, and include small grammatical/stylistic adjustments to create a document that is consistent in terminology and organization with the Individual Faculty INCO Foundation Information Sheet.
- 3) While the revised information sheet is consistent with the Individual Faculty INCO Foundation Information Sheet in terminology and organization, the committee feels there needs to be a difference between the two in the explanation of “complete and itemized

budget". Since the Group INCO Faculty Foundation Application is designed to appeal to a large number of faculty members, the committee feels that a "complete and itemized budget" should include "both expenditures and proposed funding sources". Thus, the committee recommends keeping the current terminology.

- 4) The following statement is removed from the revised information sheet: "The activity must be scheduled at least 30 days after the application deadline." The committee recognizes that this may not be feasible given the application deadline dates.
- 5) The revised application form (pages 9-10) presents an online application format that is consistent with the Individual Faculty INCO Foundation Grant application form. While the Individual Faculty INCO Foundation Grant application form could be found and submitted online, the Group Faculty INCO Foundation Grant application form was still in paper format. The committee piloted an online Group Faculty INCO Foundation Grant application form during the Fall 2008 semester. It not only creates consistency with the Individual Faculty INCO Foundation Grant application form, but it also allows for a more accessible format for submission for faculty.

The Faculty Development Committee hopes that changes made to both the information sheets and the application form will create consistency among terminology, format, and organization to create a more clarified and accessible system of submission for faculty.

FACULTY SENATE CHAIR:

APPROVED BY THE FACULTY SENATE: *Cam Brammer* DATE: 4/24/09

DISAPPROVED BY THE FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: *[Signature]* DATE: 5/13/09

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

FACULTY DEVELOPMENT COMMITTEE
APPLICATION FOR INDIVIDUAL FACULTY INCO FOUNDATION GRANTS

PURPOSE OF THE GRANT: The Faculty Development Committee accepts applications for INCO Foundation Grants for projects that will enhance the teaching qualifications, expertise, and experience of faculty members. Funding for these grants is awarded on a competitive basis. Paper applications will not be accepted. Please access the web application at <http://www.marshall.edu/senate/forms/incoapps/individualapp.html>, through the Faculty Grant Opportunities link on the Faculty Senate page, or through the Faculty Resources link on the Academic Affairs page.

ELIGIBILITY OF APPLICANT:

- All full-time MU faculty on the Huntington campus holding the rank of Assistant Professor or higher are eligible.
- All full-time MU faculty on the South Charleston campus holding the rank of Assistant Professor or higher, except those in the Graduate School of Education & Professional Development, are eligible.
- All full-time MU & MCTC faculty with renewable term contracts holding the rank of Instructor or higher are eligible.
- Administrators at or above the position of Dean are ineligible.
- Awards are limited to a maximum of \$1,000 per faculty member per academic year and \$2,000 per faculty member over the past five academic years. Applicants who have met these funding limits within the prescribed period of time are ineligible.

ELIGIBLE PROJECTS: *Eligible projects* include such activities as tuition for continuing education courses, registration and travel expenses for professional meetings, workshops, courses, conferences and other similar purposes where the faculty member will increase his/her knowledge relative to teaching. ~~Projects considered ineligible~~ **Ineligible projects** for funding include **activities such as** those that request equipment purchases, tuition for a degree program, **exams/certifications**, and support of activities that involve conducting research, gathering data or presenting data at meetings.

This program does not support activities that qualify solely for Research Committee funding such as presentations at meetings (Quinlan funding) or conducting research (Summer Research Awards). However, the committee recognizes that faculty members often attend conferences with significant application to BOTH research and instructional development. A faculty member presenting a paper or otherwise participating in a research meeting that also has a significant instructional component may apply to INCO to support the instructional component, but the applicant's funding eligibility will be reduced to \$500 or half the total project budget, whichever is less.

APPLICATION CRITERIA: Applications without a complete and itemized budget ~~both for expenditures and proposed funding sources~~ **for expenditures** will be regarded as incomplete. Incomplete applications will not be eligible. Successful applicants will clarify their level of participation, offer a detailed explanation of how the project will improve teaching qualifications/methodologies, and describe how the proposed activity might benefit one's department, college, and the university community.

DEADLINES AND NOTIFICATION: Applications must be submitted prior to the start date of the proposed activity. The committee reviews applications three times per year: October, February, and April. Applicants will be notified of the committee's decision within three weeks of the review date. Applicants who need confirmation of funding prior to the start date of the proposed activity should allow ample time for the review process.

REIMBURSEMENT & FINAL REPORT: Recipients are reimbursed for their expenses after the activity is completed. In order to receive full reimbursement for funded activity, awardees must submit all appropriate receipts together with a 400-word summary of his/her activities within 30 days of return from the funded activity. The award will be withdrawn and no reimbursements will be made if the receipts and the activity summary are not received by this time.

ASSISTANCE WITH THE APPLICATION: Questions concerning the application process should be directed to the FDC member from the applicant's college or to the committee chair.

INCO Individual/Group Application

Name of Applicant: _____

Rank: Degree:

Department: _____ College: _____

Faculty Status: See the Greenbook for explanation if necessary Campus:

Check here if this is a group application:

Proposed Project/Activity: _____

Dates of the proposed activity: Start End

Destination or location of project/activity. City: State or Country:

Amount of funds requested: \$

Total cost of project: \$

Have you received an INCO Faculty Development Grant within the past five years?

Yes No

Have you reached allowance of \$2000 from INCO Faculty Development Grant within the past 5 years?

Yes No

Please provide a summary of your proposed project to clarify how the request meets the purpose of the grant program. (100 words or less)

Please provide a description of your level of participation in the activity or project. (100 words or less)

Please provide an explanation of how this activity or project will improve your qualifications, including how it will benefit the classes you teach. (100 words or less)

FACULTY DEVELOPMENT COMMITTEE
APPLICATION FOR GROUP PROJECTS FOR INCO FOUNDATION GRANTS

PURPOSE OF THE GRANT: The Faculty Development Committee accepts applications for INCO Foundation Grants for ON-CAMPUS GROUP PROJECTS that will enhance the qualifications, expertise and experience of a broad base of faculty members. Funding for these grants is awarded on a competitive basis.

Paper applications will not be accepted. Please access the web application at

<http://www.marshall.edu/senate/forms/incoapps/individualapp.html>, through the Faculty Grant

Opportunities for Faculty Grant Applications links on the Faculty Senate page, or through the Faculty

Resources link on the Academic Affairs page. Eligible projects include such activities (but are not limited to)

organizing professional development courses, seminars, and workshops. Projects or activities should be planned

in a way to appeal to a large number of faculty members and participation must be open to the entire faculty.

Proposals considered ineligible for funding include those that request equipment purchases.

~~All members of the Marshall University faculty on the Huntington campus and all South Charleston faculty members except those in the Graduate School of Education and Professional Development are eligible for funding. The maximum award will be \$1,000 per activity. Recipients are reimbursed for their expenses after the activity is completed.~~

~~There must be a clear indication of the expected faculty development outcome including the faculty members who are expected to benefit from the activity. The activity must be scheduled at least 30 days after the application deadline. The budget must balance (expenditures vs. proposed funding). Applications must indicate how the activity will be funded if INCO funding is unavailable.~~

~~There are three application deadlines per year occurring on October 1, 2008; February 2, 2009; and April 1, 2009. Rolling applications will not be considered; applications must be submitted by the deadline for consideration.~~

ELIGIBILITY OF APPLICANT:

- All full-time MU faculty on the Huntington campus holding the rank of Assistant Professor or higher are eligible.
- All full-time MU faculty on the South Charleston campus holding the rank of Assistant Professor or higher, except those in the Graduate School of Education & Professional Development, are eligible.
- All full-time MU & MCTC faculty with renewable term contracts holding the rank of Instructor or higher are eligible.
- Administrators at or above the position of Dean are ineligible.
- Awards are limited to a maximum of \$1,000 per group project.

ELIGIBLE PROJECTS: *Eligible projects* include such activities as (but are not limited to) organizing professional development courses, seminars, and workshops. Projects or activities should be planned in a way to appeal to a large number of faculty members, and participation must be open to the entire faculty. *Ineligible projects* include those that restrict faculty participation, request equipment purchases, or request tuition for a degree program.

APPLICATION CRITERIA: Applications without a complete and itemized budget, both for expenditures and proposed funding sources, will be regarded as incomplete. Incomplete applications will not be eligible. The budget must balance (expenditures vs. proposed funding). Applications must also indicate how the activity will be funded if INCO funding is unavailable. Successful applicants will clearly

indicate the expected faculty development outcome and will identify the faculty members who are likely to benefit from the activity.

DEADLINES AND NOTIFICATION: Applications must be submitted prior to the start date of the proposed activity. The committee reviews applications three times per year: October, February, and April. Applicants will be notified of the committee's decision within three weeks of the review date. Applicants who need confirmation of funding prior to the start date of the proposed activity should allow ample time for the review process.

REIMBURSEMENT & FINAL REPORT: Recipients are reimbursed for their expenses after the activity is complete. In order to receive full reimbursement for the funded activity, awardees must submit all appropriate receipts together with a 400-word summary of the group activity within 30 days of the funded activity. The award will be withdrawn and no reimbursements will be made if the receipts and the activity summary are not received by this time.

ASSISTANCE WITH THE APPLICATION: Questions concerning the application process should be directed to the FDC member from the applicant's college or to the committee chair.

INCO Individual/Group Application

Name of Applicant: _____
Rank: [---] Degree: [---]
Department: _____ College: _____
Faculty Status: [---] See the Greenbook for explanation if necessary Campus: [---]

Check here if this is a group application:

Group Member: _____ Group Member: _____
Group Member: _____ Group Member: _____

Proposed Project/Activity: _____
Dates of the proposed activity: Start _____ End _____

Destination or location of project/activity. City: _____ State or Country: _____

Amount of funds requested: \$ _____

Total cost of project: \$ _____

Have you received an INCO Faculty Development Grant within the past five years?

Yes No

Have you reached allowance of \$2000 from INCO Faculty Development Grant within the past 5 years?

Yes No

Please provide a summary of your proposed project to clarify how the request meets the purpose of the grant program. (100 words or less)

Please provide a description of your level of participation in the activity or project. (100 words or less)
