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SR-07-08-(04) 35 FDC

Marshall University

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**FACULTY DEVELOPMENT COMMITTEE
RECOMMENDATION**

RETURNED TO COMMITTEE

SR-07-08-(04) 35 FDC

Recommends that the rules regarding the distribution of and application for INCO Foundation grants for faculty development, including individual and group projects, be revised. Deletions are indicated with strikethrough and additions are indicated in bold font.

RATIONALE:

The revisions are indicated in the attached, which is a section of the Faculty Grant Opportunities Web Page (http://www.marshall.edu/senate/FORMS/Faculty_Grant_Opportunities.htm). The changes reflect a review of the mission of the Committee and of INCO funding, questions from the Chair of the Faculty Senate, increases in funding requests, and declines in available funding. Upon approval, these changes will be made to all documents pertaining to the INCO grant.

FACULTY SENATE CHAIR:

RETURNED
TO COMMITTEE:

Larry Stidlev

DATE:

10/9/2007

UNIVERSITY PRESIDENT:

READ:

[Signature]

DATE:

11/22/07

COMMENTS: At its October 8, 2007 meeting the Executive Committee questioned the definition of who is considered faculty at Marshall University—MCTC faculty and university librarians. If MCTC faculty is excluded, is there another source of funds for them or should they receive a portion of the INCO funds to begin their own program. The FDC should consult with the Research Committee to determine if they are in agreement that faculty may not use both awards for the same project.

http://www.marshall.edu/senate/FORMS/Faculty_Grant_Opportunities.htm

FACULTY GRANT OPPORTUNITIES

All applications are available online or you may request a copy be mailed to you by contacting the Faculty Senate office at 696-4376, please give your name, department, and the form name.

INCO FOUNDATION GRANTS: INDIVIDUAL FACULTY Information Sheet

General Information: The Faculty Development Committee accepts applications for INCO Foundation Grants for projects that will enhance the qualifications, expertise, and experience of faculty members. Funding for these grants is awarded on a competitive basis. Paper applications will not be accepted; use the link above or <http://www.marshall.edu/senate/forms/incoapps/individualapp.html> to access the web application.

Eligible projects include such activities as tuition for professional development courses, registration and travel expenses for professional meetings, workshops, courses, conferences and other similar purposes where the faculty member will increase their knowledge ~~relative to teaching~~. **Individuals may be funded for any form of development including, but not restricted to, university instruction.**

Proposals Projects considered ineligible for funding include those that request equipment purchases, tuition for a degree program, ~~support of activities that involve conducting research~~, and gathering data, and/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); **individuals may not use both INCO and Quinlan awards for the same project.**

Eligibility: All **tenured and probationary (tenure-track)** members of the Marshall University faculty **holding the rank of assistant professor or higher (or equivalent) on the Huntington campus and all South Charleston faculty** except those in the Graduate School of Education and Professional Development are eligible for funding. However, only administrators at or below the position of dean who hold tenured faculty positions are eligible. Adjunct (part-time) and full-time temporary or term faculty are ineligible. Applications without a complete budget, both for expenditures and proposed funding sources, will be regarded as incomplete. Incomplete applications will not be eligible.

Awards are limited to a maximum of **\$500 per project per faculty member**, \$1,000 per faculty member per academic year, and **\$2,000 per faculty member over five calendar years**. Recipients are reimbursed for their expenses after the activity is completed. Special emphasis will be given to the merit of each request from applicants. ~~However, preference will be given to meritorious applications from individuals who have not received more than \$2,000 in INCO grants in the previous five (5) years.~~

Deadlines: There are three application deadlines per year for ~~projects occurring within a calendar year of the application~~ occurring in October, February, and April. **Rolling applications will not be considered; applications must be submitted by the deadline for consideration. Applications must be made no later than the next application deadline following the completion of the activity.**

INCO FOUNDATION GRANTS: GROUP PROJECTS Information Sheet

~~General Information:~~ The Faculty Development Committee accepts applications for INCO Foundation Grants for ON-CAMPUS GROUP PROJECTS which 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. 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 all the entire faculty. Proposals considered ineligible for funding include those which that request equipment purchases.

~~Eligibility:~~ 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. ~~Awards vary in amount as appropriate to the project. The maximum award will be \$1000 per activity.~~ Recipients are reimbursed for their expenses after the activity is completed. ~~Special emphasis will be given to the merit of each request from applicants. However, preference will be given to meritorious applications from individuals who have not received two (2) INCO Grants in five (5) years.~~

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.

~~Deadlines:~~ There are three application deadlines per year for projects occurring within a calendar year of the application occurring in October, February, and April. **Rolling applications will not be considered; applications must be submitted by the deadline for consideration.**