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FACULTY DEVELOPMENT GRANTS GUIDELINES FOR PROPOSALS

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FACULTY DEVELOPMENT COMMITTEE



Lincoln University

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FACULTY DEVELOPMENT PROPOSAL GUIDELINE

Proposals¹ for Funding & Release Time

Updated October 2019

¹ The Faculty Development Committee (FDC) shall conduct a fair, competitive, transparent review process for the selection of FD proposals for funding or release time.

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FACULTY DEVELOPMENT COMMITTEE

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1 INTRODUCTION

Lincoln University faculty established the Faculty Development Committee (FDC) to solicit, review proposals from faculty, and recommend competitive proposals to the Office of Faculty Affairs for funding to advance the mission of the University.

The FDC shall conduct a fair, competitive, transparent review process for the selection of Faculty Development (FD) proposals for funding.

2 PROPOSAL DISSEMINATION

All funded proposals must commit the recipient to do the following:

1. Share his or her results with colleagues at an officially scheduled department, college, or university meeting;
2. Submit a project report to the FDC Chair & the Assistant Provost of Faculty Affairs
3. Submit a summary report to Faculty Affairs for posting on its website.

3 APPLICATION PROCEDURE

All applications must be submitted to the Committee via email by **November 25th, 2019 no later than 5:00 p.m.** Each application must be prepared in a standard format to facilitate review by the Committee and the Office of Academic Affairs. This format is as follows:

- a. A cover page containing a concise title for the project, the applicant's name, rank, and department, the total amount of funding requested by category, and the date of the application;
- b. A maximum of two pages of text (excluding budget and appendices) that include:
 1. A concise description of the project
 2. Measurable goals and objectives for the project
 3. The timeframe for the project
 4. How the project will enhance teaching and research at Lincoln University
 5. How the success of the project will be measured
 6. How, when, where, and with whom the project's outcome will be shared

- c. A budget page, detailing the funding requested, with justifications if necessary, appendices containing conference brochures, workshop programs, software specifications, etc. (not required on all applications)

4 REVIEW OF APPLICATIONS

FDC makes every effort to conduct a fair, competitive, transparent merit review process for the selection of proposals for funding. As such, the committee's review of a proposal will be limited to:

1. Content:
 - a. Intellectual merit
 - b. Broader impacts
2. Personal Quality:
 - a. Prior FD proposal outcomes
 - b. Potential to carry out proposed activities successfully
3. Readability:
 - a. Proposal formatting and page limit
 - b. Readability

5 ELIGIBILITY FOR PRIOR FD RECIPIENTS

To be eligible for funding in a new round of proposals, faculty who received previous awards for the past three years must show proof that they submitted the required report to the FDC Chair and the Office of Faculty Affairs indicating the progress of the project with their current application to FDC. This report should demonstrate the completion of the project and the extent to which the University benefited.

Proposal recipients must also share the results of their project with faculty colleagues and/or students. Until such a presentation has been made (e.g., workshop for students and faculty, discussion at school or department meeting) and a summary report of the project has been sent to the Office of Faculty Affairs at facultyaffairs@lincoln.edu for posting to the website, faculty are ineligible for further funding.

6 MAXIMUM AWARD

Full-time faculty members may apply to the FDC for funding for the following purposes, in any combination:

- a. Travel and registration expenses for conferences, workshops, and specialized courses that exceed individual and departmental travel funds (maximum \$1,550)
- b. Salary supplements for projects requiring summer work (\$3500/month, maximum \$7,000)
- c. Cost of specialized supplies, research materials, and needed computer software (maximum \$1,500)
- d. Incentive award for the preparation of generative grant applications to outside funding agencies (maximum \$1,000)

Please be aware: Total funds available to a single faculty member shall not exceed \$7,000 per year for any combination of activities funded through allotments stipulated in Tables 16.8 – 11 of the Collective Bargaining Agreement (CBA, p. 63).

The primary goal of any proposed faculty development project should be increasing the effectiveness of faculty teaching and research activities.

7 PROPOSAL FOR FACULTY RELEASE TIME

Faculty interested in applying for 25% release time to complete projects during the Fall 2020 and Spring 2021, must submit their proposals during the Spring 2020 to FD proposal solicitation. Up to three faculty release time awards are available for each semester. The Proposals must be submitted during the Spring 2020 to FD solicitation, but no later than **March 23rd, 2020 at 5:00 p.m.** Eastern time. Please send all proposals via email to Dr. Emmanuel A. Ihejirika, Acting Chair of the FDC (eihejirika@lincoln.edu).

The requested release time should be used to support uncompensated scholarly work that will be done during the academic year, such as

- a. Completing a book (signed contract must be presented)
- b. Writing and submitting a major research proposal
- c. Preparing for a major exhibition or performance
- d. Editing a peer-reviewed publication
- e. Carrying out duties as an officer of national or international scholarly society.

As specified in the CBA, award decisions will be made by the last day of classes in the Spring 2020 semester and announced to the affected faculty member and department chair by the last day of final exams.

8 FACULTY DEVELOPMENT REVIEW SCORING RUBRIC

FDC makes every effort to conduct a fair, competitive, and transparent merit review process for the selection of proposals for funding.

Please complete Table 1 below and submit it with your FD application.

<p>Faculty Development Committee (FDC) Proposal (To be used only by the Applicant)</p>
Name of the Applicant: _____
Rank of the Applicant: _____
Proposal Submission Date: _____
Expertise Area: _____
Prior FD Proposal Outcomes: _____
Proposal Submission Term: Please circle one of the following
1. Spring 2020
2. Summer 2020
3. Fall 2020

Table 2: to be completed only by the FDC reviewers.

Faculty Development Proposal Scoring Rubric (To be used only by the FDC Reviewer)				
Name of the Applicant: _____				
Rank of the Applicant: _____				
Proposal Submission Date: _____				
Name of the Reviewer: _____				
Reviewer Completion Date: _____				
Reviewer's Overall Recommendation: Please circle one of the following				
<ol style="list-style-type: none"> 1. Recommended 2. Not Recommended 				
Faculty Development Proposal Scoring Rubric (To be used only by the FDC Reviewers)				
Instructions: FDC makes every effort to conduct a fair, competitive, and transparent merit review process for the selection of proposals. Please fill in the blanks below and then evaluate how well the proposal meets the following eight criteria by circling the number from 1 – 4 that best expresses your judgment for each, with 1- 2 being lowest (<i>not competitive</i>), 3 being competitive and 4 highest (<i>highly competitive</i>)				
Criterion	Not Competitive		Competitive	Highly Competitive
	1	2	3	4
1. Content				
a. Intellectual Merit: The intellectual merit criterion encompasses the potential to advance knowledge	Proposed project does not advance knowledge within one's own field or across different fields.	Proposed project partially advances knowledge within one's own field or across different fields.	Proposed project advances knowledge within one's own field or across different fields.	Proposed project advances knowledge, and it is creative, original, or potentially transformative.
b. Broader Impacts: The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes	Proposed project does not benefit LU, society, or advance desired societal outcomes.	Proposed project partially benefits LU, society, or advances desired societal outcomes.	Proposed project benefits LU, society, or advances desired societal outcomes.	Proposed project benefits LU, society, or advances desired societal outcomes to be published or presented at conferences.
2. Personal Quality				
a. FD or other Proposal Outcomes	No prior proposal or project	Very limited prior proposal or project outcomes	Moderated prior proposal or project outcomes	Advanced prior proposal or project outcomes

b. Potential to carry out proposed activities successfully	Individual team qualified to conduct proposed activities.	or not to the	Individual team are partially qualified to conduct proposed activities.	or are to the	Individual or team are qualified to conduct the proposed activities.	Individual or team are strongly qualified to conduct the proposed activities.
3. Formatting						
a. Formatting and Page limit	Proposed project does not follow the FDC Guidelines.		Proposed project partially follows the FDC Guidelines.		Proposed project follows the FDC Guidelines for the most part.	Proposed project completely follows the FDC Guidelines.
b. Readability	Many grammatical errors and typos and lack proposal plan		Some grammatical errors and typos and lack proposal plan for carrying out the proposed activities		Limited grammatical errors and the proposal plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale	Proposal plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale