

Center for Excellence in Learning, Teaching, Scholarship, and Service (CELTSS) Professional Development Funding Guidelines AY 19-20

Professional Development Funds are provided by the Provost/Vice President for Academic Affairs and made available to faculty and librarians through the CELTSS review process. CELTSS will notify recipients about the status of their application. The CELTSS committee makes recommendations to the Provost/VPAA, who then approves or denies the funding. All funding is administered through academic departments.

Who may apply?

- All tenured, tenure-track, and full-time temporary Faculty and Librarians who were under contract as of September 1 of the current year may apply for funding.

Who considers the application?

- A Funding Subcommittee comprised of five members of the Steering Committee of CELTSS works with the CELTSS Director to review the applications. The Director reports recommendations for funding to the Steering Committee. The CELTSS Director sends recommendations for funding to the Provost/Vice President for Academic Affairs for approval.

Where are the application forms?

- Applications are available online on Blackboard in the CELTSS Funding 19-20 site in the My Organizations module.

When should I apply for funding?

- Applications for funding are accepted three times a year with deadlines announced at the beginning of the academic year, ordinarily in early October, mid-November, and early March. In any year when substantial budgeted funds remain after Round 3 of funding recommendations is completed, the Funding Subcommittee will add a Round 4 of funding. Faculty will be invited to apply for grants supporting research and travel to present research, including presentation at conferences in July and August. The deadline for applications for Round 4 will be mid-May and the faculty member will be notified before the end of May.
- Please note that the fiscal year extends from July 1 to June 30. Applications for funding research or travel to present research that occurs in July or August may be submitted either in advance or retroactively. They may be submitted in advance in Round 3 or Round 4 (if added in that year) of the previous fiscal year. If the request is approved, the faculty member will submit requests for research materials or reimbursement to the Business Office as described below. These applications may also be submitted retroactively in Round 1 of the current fiscal year.

How are the application forms submitted to CELTSS?

- For AY 2019-2020, applications for course releases are due September 13. Applications for all other funding are due October 4, November 8, and March 6.
- Once signed in to Blackboard, click on 'Apply for Funding' in the menu on the left of your screen.
- Click on the folder associated with the correct round of funding you are applying for.
- Scroll down to find the funding category you are applying for. Once you've located the correct category, click on the assignment (for example, click on 'Travel for Professional Development')
- Download the application (listed in the Assignment Information section). Please save it to your computer with your name in the title.
- Once you've completed the application, click on 'Browse My Computer' with the Assignment Submission section on Blackboard in the CELTSS Funding 19-20 community.

- If you have more documents to upload, other than your application, attach them in the same assignment submission section as your application. Please have your name listed in the file name of each file you upload.
- If you received CELTSS funding last year, AY 18-19, your end-of-year report must be attached to the application for new funding before it will be considered.
- When finished, click Submit at the bottom right of your screen.
- Due to the volume of requests, the committee cannot consider incomplete applications.
- Due to the volume of requests, in rounds 2 and 3 priority will be given to applicants who did not receive funding previously in that academic year.

What are the expected tangible outcomes of projects funded?

- Books
- Publications in professional print journals or electronic media
- Performances
- Professional presentations or exhibitions
- Published software
- Advancement of faculty research projects
- New course development or enhancement of pedagogy
- Faculty/librarian/staff in-service programs offered to the FSU community

What are the responsibilities of funding recipients?

- **Final end of year report**
 - Purpose of final report
 - Provide history of types of funding supplied and the contribution to the individual and institution as a result of the funding
 - Serve as examples for future applicants who wish to pursue development opportunities
 - Provide participating faculty and librarians with a record of participation in professional development activities which may be included in professional portfolios
 - Submitted within 30 days of completed activity to celtss@framingham.edu
 - Final report to include 250-word abstract and one to two-page summary of the funded work that includes a
 - brief description of the work
 - discussion of how the work did or did not meet the goals and expected outcomes
 - description of professional growth attained
 - statement of how the knowledge or experience gained will benefit the faculty member, librarian, and/or department including completed or planned applications of the knowledge gained
- **Participation at the Day in May professional development conference** with a 15-minute presentation or poster which includes a:
 - brief description of the purpose of the funding and how it was used
 - discussion of the goals and outcomes met
 - description of professional growth attained
 - sharing of how the knowledge or experience gained benefits the faculty member, librarian, department, and the University, including completed or planned application of the knowledge gained.

Note: If the work is not completed in time to present it at the Day in May, a funding recipient must participate in a Scholars on the Hill session during the following academic year.

What are the funding categories?

- Course release awards (must be applied for in the Fall for Spring or Fall release)
- Innovation in teaching and pedagogy
- In-service educational programs
- Research stipends
- Small grants
- Travel to present research
- Travel for professional development

Course Release

- Awarded as funding to the department to support one course release in Spring or Fall semester in the amount of \$7,103.
- Requires chair approval
- Applications are accepted in the fall semester for spring and fall course releases
- Departments are reimbursed for the cost of hiring a Visiting Lecturer for the term; no funds are provided to the award recipient
- Pre-tenure awards
 - Designed to provide faculty/librarians in their 3rd, 4th, or 5th pre-tenure year with additional time to continue with or complete ongoing research or begin new research projects
 - Applications will not be considered if submitted in the term during which the applicant has submitted materials for the tenure review process
- Post-tenure awards
 - Available for post-tenure faculty to provide time to continue with or complete ongoing research or begin new research projects.

Innovation in Teaching and Pedagogy Award

- \$1,500 maximum award
- Purpose and requirements of award
 - Develop new courses or improve pedagogy in existing courses. The proposal must include substantial activities beyond normal professional responsibilities.
 - Improve applicant's teaching effectiveness
 - Extend the learning experience for students
 - Enhance student engagement in either the face-to-face or online classroom environment
 - Relate directly to current or planned FSU courses or programs
 - Must have chair approval of new course development
 - Produce tangible evidence of professional development
- Recipients of an award for development of online or hybrid courses are expected to work with ETO so that use of technology and incorporation of Quality Matters standards are maximized.
- Full-time temporary faculty/librarians must complete work on teaching innovation awards before the end date of their employment contracts.

In-service Educational Program Stipend

- \$500 stipend
- Purpose
 - Offer programs/courses or other educational experiences to colleagues
 - Arrange for experts from outside the university to make presentations
 - Engage in intensive, short-term work with FSU faculty and academic staff members
 - Offered primarily during fall and spring terms

- Examples of courses/programs that may be considered include but are not limited to the following:
 - New developments in disciplines or professions (e.g., recent research in biochemistry, the impact of special education legislation on the education field, etc.)
 - Retraining or upgrading, such as advanced biochemistry for biologists and multivariate analysis for those in the social sciences
 - New delivery systems, teaching techniques, and educational trends
 - Administrative techniques for department chairs
 - General education programs that broaden interests and thus contribute to intellectual vitality (e.g., the energy crisis, politics of the Near East, the modern American novel, investment strategies, health-related topics, etc.)
 - Staff and faculty development programs that provide support for personal and professional development (e.g. mental health programs, programs for improving physical health)

Research Stipend

- \$1,500 maximum award
- Applicants are limited to \$1,500 in one academic year for research
- Designed to provide faculty/librarians with money to begin, advance, or complete ongoing research
- If the research requires IRB approval, applicants should obtain IRB approval before submitting a CELTSS funding request and submit the IRB approval letter with the application.
- The award can be used to pay for student research assistants at the rate of \$12.00 per hour. Please provide details of work to be assigned, hours needed, expectations of the student, and specific contributions to faculty research.
- Fees for services from providers such as interpreters or editors are paid through the Business Office
- Materials, texts, library books, and equipment that are considered standard departmental issue or more appropriate for institution-wide use are not eligible for purchase through CELTSS funding and should be requested through the department
- Application should include:
 - Description of the benefit of the research
 - Timeline and projected date for completion of the research
 - Tangible outcomes (book, article, presentation, course change, etc.)

Small Grants Award

- \$500 stipend
- Purpose of award is to complete or develop and/or prepare an extramural grant, and funds may be used for:
 - Preparation of grant submission
 - Travel to collections or to funding source
 - Survey duplication
 - Postage
 - Database searches
 - Review of materials
 - Review of literature for grant proposal
- Application must identify the source of the grant for which the application is being prepared.

Travel to Present Research Award

- Up to \$1,500 awarded
- Limited to \$1,500 in one academic year
- Tuition, registration fees, travel, housing, food and other reasonable expenses directly related to the approved professional development activity will be reimbursed in accordance with state travel allowances and regulations.
- Applicants are required to use their departmental travel allocations before seeking CELTSS funding.
- Awarded to applicants for:
 - Presentations at regional, national, and international professionally sponsored conferences
 - Participation in intensive workshops and seminars
 - Attending conferences as officer or member of committee of sponsoring organization

Travel for Professional Development Award

- Up to \$1,500 awarded
- Limited to \$1,500 in one academic year
- Registration fees, travel, housing, food and other reasonable expenses directly related to the approved professional development activity will be reimbursed in accordance with state travel allowances and regulations.
- Applicants are expected to use their departmental travel allocations before seeking CELTSS funding
- Awarded to applicants for:
 - Attendance at regional, national, and international professionally sponsored conferences in their field
 - If the conference is outside of your discipline include a statement about how you anticipate your scholarship and/or pedagogy will benefit from your attendance.
 - Participation in workshops or classes designed to enhance pedagogy in the classroom
 - Application must include a clear statement of how the applicant expects the workshop to enhance pedagogy and which classes the applicant teaches that will benefit from the workshop or class.
 - Participation in other professional development activities that enhance teaching, learning, scholarship, and service
- Applications for travel for professional development funding may be given a lower priority than applications for travel funds to present research

Note: A faculty member will be limited to one Travel to Present Research Award and one Travel for Professional Development Award per academic year. The maximum amount for each award is \$1,500.

- DEADLINES AY2019-20:
 - Course Release: September 13
 - October 4
 - November 8
 - March 6
- Only completed application proposals will be evaluated. Incomplete applications will not be considered and will have to be resubmitted during the next funding cycle.
- All applications are submitted electronically via online application.
- Applications include:
 - All information requested on the application form

- Written description not to exceed two pages single-spaced
- Please include in the description:
 - Description of project with complete rationale for funding in terms of need and professional development
 - Listing of specific and tangible outcomes of project with emphasis on benefit to FSU
 - A URL link to the conference where your presentation may be verified.
 - Dates and timeline as to when results will be achieved
 - Need for additional funds to maintain equipment or materials with description of how later funds will be provided
- Budget sheet (see application)
- Note: Please include final end-of-year report if you received CELTSS funding last year and have not yet submitted the final report.

How to Obtain your Awards:

- Chairs will be notified of course release approvals, and funds for hiring the VL for course coverage will be provided by CELTSS.
- All travel and research funds are processed through the building secretaries. They will need a copy of your award letter from the Vice President to process CELTSS funds.
- You can be reimbursed by submitting appropriate travel request forms before traveling, and then submitting your request for reimbursement after travel is completed. All receipts and documentation follow the standard state guidelines. Travel expenses must be reimbursed in the fiscal year in which the travel occurred.
- All requests for reimbursement for research expenses are submitted using the reimbursement form obtained from building secretaries. Purchasing of equipment must also follow state guidelines and the equipment becomes the property of the University. Tagging of equipment follows the standard university policy. Please check with chairs and secretaries for policies regarding purchases.
- \$500 stipends will be awarded at the completion of the grant-writing process or the in-service presentation.