

COLLEGE OF ARTS AND SCIENCES

FACULTY DEVELOPMENT FUND GUIDELINES

These guidelines are intended for FDF proposals which are beyond the routine requests for CAS FDF matching funds for travel.

The intent of the Faculty Development Fund (FDF) is to support the mission of the University by enhancing the professional competence of SIUE faculty. Following are the guidelines for faculty eligibility, preparation of proposals, and the criteria utilized for screening proposals.

Eligibility

1. Full-time faculty members (including those on leave) are eligible to apply for FDF support.
2. Proposals are accepted from part-time faculty if their applications are accompanied by a memorandum from their chair providing a full rationale.
3. Professional staff are not eligible for FDF support, but may apply to the College for support of activities which are similar in nature to those supported by the College FDF. Such proposals should follow the same procedures as faculty, as described herein.

Preparation of Proposals

1. Each proposal should have a carefully stated focus for the plan of faculty development, a set of specific activities which will be undertaken and completed, specific criteria by which the effectiveness of the plan for accomplishing faculty development can be evaluated, and a plan for sharing information with departmental/college colleagues.
2. The faculty member's chair must certify that the proposed project is professionally appropriate, but that it cannot be fully funded from department funds. Partial funding from the department will be viewed as an especially significant endorsement of the project. If the chair believes it is a worthwhile project, but no funds have been committed to the project, the chair should provide an explanation.
3. The project must be clearly beneficial to the faculty member in improving an existing competence and/or in acquiring new skills or expertise.
4. Proposals may be submitted at any time. Submissions are considered as they arrive; however, **proposals should arrive at least three (3) weeks prior to the proposed activity.**
5. All proposals for funding through June 30 must be received in the Office of the Dean, directed to Shirley Clayton, by March 1.
6. Proposals that cover multiple fiscal years will be considered. Proposals that request funding across multiple fiscal years must be accompanied by a clear explanation of which specific activities and objectives will be accomplished in each year and a breakdown of cost by year.

Proposal Evaluation Criteria

1. Proposals are encouraged which develop skills beyond the normal disciplinary area, such as:
 - a) Developing skills in Writing Across the Curriculum.
 - b) Developing skills and expertise in teaching interdisciplinary courses.
 - c) Developing teaching skills that address the needs of diverse student population.
 - d) Developing learning communities, group study strategies, and collaborative learning initiatives.
 - e) Developing skills in retention of students.
 - f) Developing skills in delivering instruction through distance learning.
2. Proposals are encouraged which enhance faculty skills in the conduct of research, in proposal development, in the acquisition of knowledge about statistical procedures, or in the design of research.
3. Proposals are encouraged which enable faculty to gain knowledge in an emerging field within a discipline where the department needs to develop strength, or in an existing field within the discipline where the department needs additional instructional strength.
4. Proposals are encouraged which make use of the expertise of SIUE faculty or staff.
5. Proposals are encouraged which feature the creation of workshops designed for the development of groups of SIUE faculty.
6. Proposals for payment of tuition and/or fees will not be considered unless (a very strong case can be made that) academic credit is an essential requirement to accomplish the objectives of the development plan.
7. Call staff funds will not be provided to an academic unit in order to free a faculty member from teaching responsibilities.
8. Requests for summer salary will not be considered for funding.

NOTE: Prior recipients of FDF support must have completed the final report for each activity for which such report is required) within 60 days of project completion, in order to be considered for additional funding. See the CAS FDF Application Cover Sheet for additional information.

November 2002