**V.4.1 Faculty Professional Development Grants**

The Faculty Development Subcommittee provides funding for faculty-initiated projects that enhance the scholarship, creative work, and teaching of the College. The faculty development subcommittee will prioritize awards to faculty who have not received a Faculty Development Grant in the previous three years. If there are funds remaining after allocation to applicants who have not recently been funded, only then will any awards be made to recent recipients. Faculty Development Grants are limited to tenured and tenure-track faculty, with special consideration given to those not yet tenured. During evaluation of faculty applications for these funds, the Subcommittee will prioritize projects in the following order: 1.) initiation, continuation, or completion of original scholarly or creative work, according to the applicant’s departmental definition of scholarship (this includes workshops and conferences at which attendance will enhance the ability of the applicant to conduct this work); 2.) course development or improvement; 3.) support of January Term travel course development. Grants will be modest in extent, and may be used to start work that can be continued with external support. Funding ordinarily will not be provided for faculty salaries or stipends. Faculty may apply for a faculty development grant to cover the cost of a course release through adjunct staffing or to request a course release under existing departmental staffing. Applications for course releases will be evaluated on the same criteria as any other faculty development grant, as outlined above.

Proposals in any category above (or a mix of categories) should be sent as a single electronic file to fdg@linfield.edu for review and recommendation. There are two funding rounds for Faculty Development Grants. The deadline for the fall round is the first Monday in October. The recipient must use the funds within eighteen months of notification of the award. The deadline for the spring round is the first Monday in March.

To assist in the development of the faculty proposals, an application checklist is available in the appendix to the Faculty Handbook (Appendix H). The Faculty Development Subcommittee encourages faculty applicants to review the checklist and seek feedback on their proposals from their divisional representatives to the subcommittee before submission of the final version of the proposal.

**Note: Incomplete applications will not be considered.**

**Post Grant Report**

At the close of the grant period, the faculty member must submit an evaluation of grant activities to the Dean of Faculty. This report will be used in three ways:

* the report will be forwarded to the Faculty Development Subcommittee for use in determining future funding requests,
* the report will become part of the faculty member’s personnel file, and
* the abstract of the report (see below) will be published in Linfield’s digital repository for both Linfield community and broader community review.

The report should include the following components (2 pages, maximum):

1. A concise abstract of the results of the work. This one to two paragraph abstract will be published in the digital repository, forwarded to the Faculty Development Committee, and included in the personnel file.

2. Answers to the following questions. These answers will be forwarded to the Faculty Development Subcommittee and included in the faculty member’s personnel file:

a. How well were the objectives of the project met?

b. What impact will this project have on an advancement of knowledge in a discipline or interdisciplinary area, the applicant’s professional development, the education of Linfield students, and/or the Linfield community?

c. Any additional comments, such as: How could this committee or the various Linfield College offices be of more assistance in implementing supported projects in the future?

**Special Note on Reimbursement for course work**

Tuition reimbursement for terminal degree coursework required for promotion and tenure is not supported by these funds.

**APPENDIX H: FACULTY PROFESSIONAL DEVELOPMENT GRANT CHECKLIST**

*Refer to Faculty Handbook V.4.1 for more information about the kinds of projects Faculty Development Grants support.*

Applications are due the first Monday of October (fall round) and March (spring round). Applications should be submitted to the Dean’s office as a single electronic file to fdg@linfield.edu.

**Please include the following components in the proposal:**

 I. **A cover sheet that includes:**

*Applicant(s) Name*

*Academic Department*

*Project Title*

*Dates of Project*

*Amount Requested*

*Abstract/Summary of proposal* (150 words maximum)

This abstract/summary should describe in non-­‐technical terms the rationale for the work, the goals of the project within the field, and the benefit of the work to the faculty member.

 II. **A current and complete curriculum vitae**

 III**. Project description** (2 pages maximum)

Please describe the proposed research. Include in the description:

* Sufficient background to justify the need for the project
* A description of the aims or purpose of the research or creative work
* A description of how the results of the work will be disseminated (this could include publications, conference presentations, exhibitions of creative work, seed money for applications to external granting agencies, etc.)

 IV. **Project implementation description**

(2 pages maximum, including budget)

Describe the manner in which goals will be accomplished. Please include:

* A detailed timeline of project events
* A detailed budget for the project (use the budget form provided below). You may provide an additional narrative description of your budget if desired.

 V. **List of previous Faculty Development Grants** (1 page maximum)

Include dates, amount of money provided, project title, and summary of outcomes and benefits from these activities. (You may include previous grant reports to satisfy this section.)

 VI. **Applicant’s professional development description** (1 page maximum) Briefly describe the role of this project in the applicant’s evolution as a professional.

 VII. **Workload Plan (course release only)**

 A brief, written statement outlining the workload plan and a signature from the department chair (or the Dean if applicant is current chair), attesting that the department supports the course release and can make necessary adjustments to allow for it.

Use the checklist above to ensure the application is complete. Only complete applications will be considered.

Please note the following when considering whether to apply for a Faculty

Development Grant:

(1) The Faculty Development Subcommittee will prioritize awards to faculty who have not received a Faculty Development Grant in the previous three years. If there are funds remaining after allocation to applicants who have not recently been funded, only then will any awards be made to recent recipients.

(2) Faculty Development Grants are limited to tenured and tenure-­‐track faculty, with special consideration given to those not yet tenured.

(3) After making the distinctions above, the Faculty Development Subcommittee will prioritize projects in the following order:

1.) initiation, continuation, or completion of original scholarly or creative work, according to the applicant’s departmental definition of scholarship (this includes workshops and conferences at which attendance will enhance the ability of the applicant to conduct this work);

2.) course development or improvement;

3.) support of January Term travel course development.

(4) Grants will be allocated within the constraints of the Dean's faculty development budget.

**FACULTY DEVELOPMENT GRANT BUDGET REQUEST FORM**

**Requested**

Stipends

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe what stipends will be used for

Travel

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe (travel by air, round trip, cab, car)

Please be specific, including dates

Lodging

\_\_\_\_\_\_\_\_ nights at $\_\_\_\_\_\_/night

Describe, including dates

Per Diem

\_\_\_\_\_\_\_\_ days x $30 (in-state) or $32 (out-of-state)

Equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe. Include also information on how this

equipment may be used by other Linfield faculty

and statement that the supplies/equipment are not presently

available at Linfield College.

Expendable Supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe

Course Release

Adjunct needed to cover course? Yes or No

Cost of adjunct: # of credits x adjunct rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subtotal** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Less departmental travel funds** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Less other funding resources**

**(please describe briefly)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL AMOUNT REQUESTED** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_