

Excerpted from *Faculty Handbook* March 07:

Faculty Professional Development Grants

Faculty Professional Development Grants are provided by the Provost's Office to assist full-time faculty members defray expenses related to their roles as educators and scholars and to support them in their tasks of teaching, research, and creative work. Faculty Professional Development Grants are of two types:

- A. Professional Support Grants
- B. Presentation/Conference Grants.

Professional Support Grants are available to all full-time faculty and librarians. Presentation/Conference Grants are competitive and available only to full-time faculty. Funding is administered by the Office of the Provost.

A. Professional Support Grants

Grant Guidelines:

Professional Support grant money is provided to help full-time faculty members and librarians defray expenses related to their roles as educators and scholars. These funds are designed to support faculty members in their tasks of teaching, research, and creative work. All ***active full-time faculty members and librarians*** are eligible for \$500.00 in developmental money this fiscal year (July 1, 2006-June 30, 2007).

The monies can be used for the following:

1. attendance at meetings of learned societies or professional organizations
2. membership dues for the learned societies or professional organizations
3. research projects
4. research materials
5. other professional development opportunities
6. musical scores, audio recordings, discipline specific software (not provided by school or department) required for course preparation or professional development
7. books, music CDs, video recordings required for course preparation or professional development with an authorized *Faculty Development Book/Video Purchase Form H2*.

Guidelines for Books/Scores/Videos/Audio/Software:

Purchase of books and/or videos for course preparation or professional development will be reimbursed **ONLY** if the Library feels the materials do not meet the criteria for the library collection. If it meets the Library collection criteria, the Library will immediately purchase the text/video and process it as soon as it arrives from the publisher, at which time the faculty member will be notified and may check it out. Book requests must be submitted to the Collections and Acquisition Librarian for determination of suitability for purchase by the Library. A copy of the signed form will be sent back to the faculty member as notification of purchase/non-purchase by the Library. If the requested material is not suitable for the Library to purchase, the faculty member may purchase it and be reimbursed for the cost from the Faculty Professional Development Funds.

Funds may NOT be used to purchase office furniture, office supplies, regalia, regalia rental, or computer hardware.

Approval, Reimbursement, and Reporting Deadlines:

Approval for Professional Support: April 15 file a **written statement for approval** on the use of funds to the Provost's Office. For Professional Support Grants see *Faculty Handbook Appendix H1* or [http://intranet/Forms/Academic Affairs Faculty Professional Development Grants](http://intranet/Forms/Academic%20Affairs%20Faculty%20Professional%20Development%20Grants).

Reimbursement: Receipts must be submitted by May 31 along with a Departmental Request for Disbursement form (*Faculty Handbook Appendix H5* or <http://intranet/Forms>).

1. The expense must be incurred in the same fiscal year and the “goods” must be received in the same fiscal year as the grant reimbursement.
2. The activity must occur within the same fiscal year as the grant, e.g. if you pay for a conference in May that you will attend in August, you may be reimbursed in August following attendance of the conference. You may not be reimbursed for an event after June 30 from this year’s grant.

B. Presentation/Conference Grants

Grant Guidelines:

The Faculty Professional Development Presentation/Conference Grants, offered in fall, winter, and spring, are provided to encourage faculty to attend conferences where they have been invited to participate as a keynote speaker or panel member or to present a paper or poster of their research, scholarship, or creative activity. The maximum grant is \$500.00. This award may be added to the Professional Support funds allocated for each full-time faculty member. All **full-time faculty** (Librarians excluded) are eligible to apply either by October 1, January 15, or April 15.

An application must be accompanied by conference presentation documents which confirm acceptance of a paper/poster for presentation, or an invitation to be a conference speaker.

Applications must contain the following information:

1. Name of conference that applicant wishes to attend including when and where;
2. Purpose of attendance (presentation of paper or poster; invitation to serve as conference keynote speaker or panel member);
3. Impact of attendance on professional development of applicant;
4. Impact of research, scholarship, or creative activity on the discipline. (How will practice in the discipline be changed by applicant’s research/scholarship?);
5. Acceptance of material for publication including, journal and date of expected publication.
6. Intent to submit for publication, including journal(s)
7. Budget, including contribution from department, school, and/or applicant’s Faculty Professional Support Funds.
8. Attachment: invitation from the conference as speaker or acceptance of paper or poster.

The Faculty Professional Development Committee serves as the selection committee and forwards its recommendations to the Provost for final award decisions. The Provost will notify faculty in writing regarding approval or disapproval, and announce the awardees in the Provost e-mail.

Presentation/Conference grants are competitive. Consideration of competitive proposals may include prioritization as follows:

1. Faculty member is scheduled for a tenure or promotion review within the next year;
2. Faculty member has never applied;
3. Faculty member has previously applied but has been denied;
4. Faculty member has this research/scholarship accepted for publication.

Deadlines:

Deadlines to apply for Presentation/Conference Grants: October 1 for summer and fall, January 15 for winter, or April 15 for spring to submit the application form to the Provost’s Office. See *Faculty Handbook Appendix H3*, or [http://intranet/Forms/Academic Affairs](http://intranet/Forms/AcademicAffairs) *Faculty Professional Development Grants*.

Reimbursement: Receipts must be submitted by May 31 along with a Departmental Request for Disbursement form (*Faculty Handbook Appendix H5* or <http://intranet/Forms> under Academic Affairs).

1. The expense must be incurred in the same fiscal year and the “goods” must be received in the same fiscal year as the grant reimbursement.
2. The activity must occur within the same fiscal year as the grant, e.g. if you pay for a conference in May that you will attend in August, you may be reimbursed in August following attendance of the conference. You may not be reimbursed for an event after June 30 from this year’s grant.

Report on use of Presentation/Conference Grant funds must be submitted with reimbursement no later than May 31 on *Faculty Handbook Appendix H4* or <http://intranet/Forms> under Academic Affairs.

Doctoral Development Program

Full-time, tenure-track faculty may apply for support to attend a doctoral program while continuing to work at Dominican. Support may be requested either in paid release time or forgivable tuition loans. Faculty must enroll full-time in doctoral study at a regionally accredited university.

Paid Release Time

Faculty may receive 3 units of release time per semester for two semesters per academic year or 6 units per academic year (1/4 reduction in teaching load). Academic advising and participation on full-time faculty committees are still expected at the full-time level. Release time granted for doctoral study may not exceed 24 total release units or extend beyond 8 semester. Faculty who have completed doctoral coursework and have been advanced to candidacy, but have not completed a dissertation, are eligible to receive 3 units of release time per semester for a maximum of 4 semesters. Release time may not be applied to the credit bank.

Faculty who receive the release time for doctoral study must commit to a minimum of one semester of post-doctoral teaching at Dominican University for every semester of release time granted and used.

Forgivable Tuition Loans

Faculty enrolled full-time in doctoral study at an accredited university may receive an interest free tuition loan of up to \$2,500 per semester. Loan amounts cannot exceed \$5,000 per year or a total of \$20,000 per faculty member. Faculty who have completed doctoral coursework, but have not completed a dissertation, are eligible for a maximum of \$10,000 in forgivable tuition loans.

Tuition forgiveness will begin upon completion of the doctoral program. Up to \$2,500 in tuition loans will be forgiven for each semester of post-doctoral teaching at Dominican University. A faculty member who leaves the University with a tuition loan outstanding will be required to repay the balance of the loan. If, for any reason, the faculty member reduces his/her employment below full-time (100%), the loan becomes repayable on a pro-rata basis. The University retains the authority to conduct performance evaluations and make employment determinations. If it is the decision of the University to terminate a faculty member’s employment due to downsizing of the workforce, no tuition loan repayment will be required beyond the last semester of employment.

The Doctoral Development Program is administered by the Associate Vice President for Academic Affairs. Applications must be submitted by March 1 for fall semester support and by October 1 for spring semester support. Awards are competitive and based on the faculty development needs of the University and the Schools as determined by the VPAA in consultation with the deans. Support will be continued up to maximum time and amounts specified as long as the faculty member remains enrolled full-time and in good standing in a doctoral program in an accredited institution and meets the terms of her/his contract with Dominican University of California. The award of a doctoral support loan does not constitute a guarantee of continued employment.

The Participation Agreement and Initial Application for Doctoral Study Support may be found in *Appendices 11* and *12* and Application for Continued Doctoral Study Support may be found in *Appendix 13*.

The Provost's Academic Excellence Initiative

The Provost's Academic Excellence Initiative provides up to three awards annually to groups of Dominican faculty and students in recognition of enhancing outstanding teaching through engaging in active learning. Each group, chosen by an all-university committee of faculty and students, appointed by the Provost, will receive a maximum award of \$1,200.

The purpose of the award is to recognize and honor faculty members for making significant advances to knowledge, technique, or creative expression in their programs/fields involving undergraduate education.

Description

Funds may be used to support collaborative research/class/scholarship/creative activity projects between a student (or group of students) and a faculty member (or group of faculty members) in which the outcome may be a co-authored paper/article, creative performance, or visual arts project. All projects must have at least one full-time or one ranked adjunct faculty member and one undergraduate student.

Proposed projects may request up to \$1,200 for one year. Funds may be used for travel, supplies, photocopying, long distance calls, wages for student help, or other (please specify).

Eligibility

- A. Each application must include at least one full-time or one ranked adjunct faculty member and be endorsed by the department chair and the dean.
- B. Projects must involve undergraduate students.

Guidelines

- A. Faculty investigator(s) receives no salary/wages from the project. Books, software, small equipment, and other materials purchased with grant funds belong to the University. Funds must be spent following University guidelines, and invoices must be paid in full by the end of the fiscal year. Funds remaining at the end of the fiscal year revert to the University.
- B. Funds may be used for dissemination of project results, including travel to a professional meeting.
- C. Use of human subjects or animals in the research must receive approval by the appropriate University committee (IRB). While Dominican is not licensed to conduct research with live animals, collaborative work with other institutions is acceptable following research approval by review boards at both institutions. See policy and forms under <http://inside/Forms/> Academic Affairs.

Expectations

- A. A final report on the project, approved, and signed by the Principal Investigator must be submitted to the Provost's Office by April 15.
- B. Principal investigators and their students are expected to present results at the annual Dominican Academic Showcase Excellence Initiative Session.

Review Criteria

- A. Project description must be clearly written, well-designed, and cost-effective.
- B. Project must involve students as significant participants.
- C. Project is realistic for the time frame.
- D. Project is likely to result in a paper, creative performance, visual art project/product that may be presented to a professional audience and/or published in a scholarly publication.
- E. Project budget must indicate how award funds will be utilized.

The evaluation form used by the selection committee is attached to the online application at <http://intranet/Forms> under Academic Affairs.

Application Procedure

Only **one** nominee for the Provost's Academic Excellence Initiative will be accepted from each department. Prior to the application deadline, each department should discuss possible research topics and select one project to be nominated. If more than one proposal is forwarded from a department, all proposals will be returned with a request for selection. Once the final nominee has been determined, the application form should be completed as indicated below. See *Faculty Handbook Appendix F1* for the application form or <http://intranet/Forms> under Academic Affairs.

Applications must include:

- A. Grant Application Cover Form must be typed and filled in completely. Handwritten applications will not be accepted. **Due to Provost's Office by October 20 – 6 copies.**
- B. A Grant Proposal (maximum of **THREE** pages (typed, **double-spaced**, **1 inch** margins, **Times New Roman 12** fonts) including the following:
 1. A statement of goals and objectives for the project
 2. An outline of the protocol or design for carrying out the project
 3. A schedule for completing the project
 4. An explanation of how results will be evaluated
 5. A description of the role of students and faculty in carrying out the project
 6. Signature of the department chair signifying approval of the project and application for funding
 7. Signature of the dean signifying approval of the project and application for funding

The evaluation form used by the selection committee is attached to the online application at <http://intranet/Forms> under Academic Affairs.

8. An Appendix must be attached that includes a current biographical sketch of the Principal Investigator (ONE page current curriculum vitae).

Provost's Initiative for Class and Service Activities

The Provost's Initiative provides up to two awards annually to groups of Dominican faculty and undergraduate and/or graduate students in recognition of enhancing outstanding teaching through engaging in innovative class and/or service activities. Each group, chosen by an all-university committee of faculty, appointed by the Provost, will receive a maximum award of \$1,200.

The purpose of the award is to recognize and honor faculty members for providing innovative learning experiences in the classroom or in the community which enhance undergraduate or graduate education.

Description

Funds may be used to support collaborative class/service projects between an undergraduate or graduate student (or group of undergraduate and/or graduate students) and a faculty member (or group of faculty members) in which the outcome is an enhanced educational experience. This includes innovative class activities as well as activities which engage students in University sponsored service in the community. All projects must include at least one full-time or one ranked adjunct faculty member and one undergraduate or graduate student.

Proposed projects may request up to \$1,200 for one year. Funds may be used for travel, supplies, photocopying, long distance calls, or wages for student help or other (please specify).

Eligibility

- A. Each application must include at least one full-time or one ranked adjunct faculty member and be endorsed by the department chair and the Dean.
- B. Projects must involve undergraduate or graduate students. Projects which include both graduate and undergraduate students are acceptable.

Guidelines

- A. Faculty investigator(s) receives no salary/wages from the project. Books, software, small equipment, and other materials purchased with grant funds belong to the University. Funds must be spent following University guidelines and invoices must be paid in full by the end of the fiscal year. Funds remaining at the end of the fiscal year revert to the University.
- B. Funds may be used for dissemination of project results, including travel to a professional meeting.
- C. Use of human subjects or animals in the research must receive approval by the appropriate University committee (IRB). While Dominican is not prepared to conduct research with live animals, collaborative work with other institutions is acceptable following research approval by review boards at both institutions.

Expectations

- A. A final report on the project, approved, and signed by the Principal Investigator must be submitted to the Provost's Office by April 14.
- B. Principal investigators and their students are expected to present results at the annual Dominican Academic Showcase Excellence Initiative Session.

Review Criteria

- A. Project description must clearly written, well-designed, and cost-effective.
- B. Project must involve students as significant participants.
- C. Project is realistic for the time frame.
- D. Project is likely to result in a paper, creative performance, visual art project/product that may be presented to a professional audience and/or published in a scholarly publication.
- E. Project budget must indicate how award funds will be utilized.

The evaluation form used by the selection committee is attached to the online application at <http://intranet/Forms> under Academic Affairs.

Application Procedure

Applications must include:

- A. Grant Application Cover Form. This must be typed and filled in completely. Handwritten applications will not be accepted.
- B. A Grant Proposal (maximum of THREE pages (typed, double-spaced, 1 inch margins, Times New Roman 12 font) including the following:
 1. A statement of goals and objectives for the project.
 2. An outline of the protocol or design for carrying out the project.
 3. A schedule for completing the project.
 4. An explanation of how results will be evaluated.
 5. A description of the role of students and faculty in carrying out the project.
 6. Signature of the department chair signifying approval of the project and application for funding.
 7. Signature of the dean signifying approval of the project and application for funding.

The answers in these areas are used in evaluating the proposal. Preference will be given to projects that have not received previous funding from a Dominican source. (See *Appendix F2* for application forms and the Intranet under Academic Affairs at [http://inside/Forms/.](http://inside/Forms/))

- C. An Appendix must be attached that includes a current biographical sketch of the Principal Investigator (**ONE** page current curriculum vitae).

Faculty Scholarship Grants

This grant program provides release time to begin, continue, or complete a research project related to teaching/learning, disciplinary research, or producing creative work. The grants offered are:

- A. Scholarship of Teaching**
- B. Disciplinary Research**
- C. Creative Work**

Purpose of Faculty Scholarship/Research/Creativity Work Grants

1. To provide seed money to faculty initiating new research projects
2. To encourage and expand faculty participation in research and other scholarly and creative pursuits through granting release time
3. To assist newly hired tenure-track faculty beginning their research programs

Priorities

- A. Projects of basic research or creative activity, or scholarship of teaching appropriate to the applicant's background and academic appointment
- B. Projects for which departmental or other research funds are not available

Grant Availability

The following grants will be available for 9.5- or 12-month faculty:

- **2 grants @ 3 units** of release time
- **2 grants @ 6 units** of release time

The following grants will be available for 9.5-month faculty:

- **2 grants @ dollar equivalent of 6 units** for work completed during summer (payment is at the basic undergraduate adjunct rate)

To determine appropriate unit designation for the proposal, applicants should consider the following: 3 units release time per week = 45 hours over one semester or 22.5 over two semesters; 6 units release time = 90 hours over one semester or 45 hours over two.

Grant Material Support

Each grant awarded provides up to \$500.00 for reimbursement of materials necessary to complete the proposed project. Receipts are necessary for reimbursement and must be submitted to the Office of Provost/VPAA by May 31 with a Request for Disbursement Form.

Eligibility:

All full time faculty, except librarians, are eligible to apply. Only one proposal per applicant, per year is allowed. All proposals will be evaluated by the selection committee. Competitive proposals must be deemed excellent. Consideration of competitive proposals may include prioritization as follows:

- Faculty member has never applied.
- Faculty member has previously applied but has been denied.
- Faculty member has been previously awarded a grant and the proposal differs significantly from the previously awarded grant proposal

Scholarship of Teaching Grants

The Scholarship of Teaching Grant is intended to contribute to the literature on teaching and learning in higher education. See *Appendix G1*.

Proposals must include:

- A. The anticipated impact of the project on student learning and the curriculum
- B. A letter of support from the applicant's dean and chair

Research/Creative Work Grants

Research/Creative Work grants are intended to support disciplinary research and creative work. See *Appendices G2 and G3*.

Proposals must include:

- A. A detailed description of the research objectives and their significance to the University/school/department mission
- B. A letter of support from the applicant's dean and chair
- C. Institutional Review Board approval, if the research uses human or other living beings as research subjects. Final support of such a project is contingent upon IRB approval of the research.

Summer Grants

- A. Summer Research/Creative Works/Scholarship of Teaching grants are available to full-time tenured or tenure-track faculty. Twelve-month faculty are eligible to apply for summer release time to work on projects but must have approval of their dean and the Provost to apply.
- B. Recipient must sign a contract with the University guaranteeing return to teaching for the academic year following the summer grant.

Application Support

For support in the application writing process, please consult: (1) members of your department, (2) previously accepted applications on reserve in the Library (filed under

“Faculty Affairs Scholarship Grant Proposals”), and (3) past recipients for their assistance or advice.

Application Process and Timeline for Faculty and Due Date

- A. Discuss your proposed participation with your department chair and/or dean to determine suitability of release time.
- B. Obtain the correct Application Form from the Provost’s Office or on the Intranet (Forms/Academic Affairs/Faculty Development). For research involving human or other living subjects, access IRB Handbook on the Intranet (Forms/Academic Affairs).
- C. **5 copies** of the completed application form (including required signatures) submitted to the Provost’s Office. **November 15**

Grant Selection Process and Due Date

- A. The AVPAA and Faculty Professional Development Committee will constitute the Grant Proposal Committee
- B. Copies of the applications will be distributed to the committee members
- C. The committee will review all applications and designate the following
 - 1. Application is acceptable and recommended
 - 2. Application is acceptable and recommended, but the project may not receive final funding until IRB approval is obtained
 - 3. Application is acceptable, but grant funds are not available
 - 4. Application is not acceptable
- D. The AVPAA will officially forward recommendations from the Grant Proposal Committee to the Provost for final approval.
- E. Formal announcement of awardees will be made in writing by the Provost and announced in the Provost Newsletter. Unsuccessful applicants will also be notified, in writing, by the Provost. **December 15**

Judging of Proposals

Proposals will be judged upon:

- A. The overall quality of the proposal and the proposed activity (5 points)
- B. The potential of the proposed activity to enhance the applicant’s effectiveness as a teacher/scholar (5 points)
- C. The fit between the proposed activity and the applicant’s long-term professional plans (5 points)
- D. The relation of the proposed activity to the plans and/or goals of the department, school, and University (5 points)
- E. The ability of the applicant to carry out the proposed activity within the time frame of the grant (5 points)

Final Report

All awardees are required to submit to the Office of the Provost the following:

- A. A project report including a written assessment of their work or project, in light of the outcomes and assessment standards stated in the application.

- B. An itemized expense list with copies of receipts - the Disbursement Request form may be used.

Reports are due by:

- Summer Awards: August 15
- Fall Awards: December 15
- Spring Awards: May 25

Summer stipends will be paid at the completion of the project and receipt of the Project Report and Expense Reimbursement List on the Disbursement Request form.

Please note that resulting publications should acknowledge the University's sponsorship. Likewise, any seminar, workshop, and/or conference should acknowledge the University's sponsorship.

Final Presentation to the Community

Awardees will present their research/creative work/scholarship of teaching projects at the faculty session of the Dominican Academic Showcase in April the year they have received the grant.

Faculty Professional Development – Ranked Adjunct Faculty Grants

Faculty Professional Development Presentation/Conference Grants are provided by the Provost's Office to help ranked adjunct faculty members defray expenses related to their roles as educators and scholars and to support them in their tasks of teaching, research, and creative work. Presentation/Conference Grants are competitive and available only to ranked adjunct faculty.

Ranked Adjunct Presentation/Conference Grant Guidelines

The Ranked Adjunct Faculty Professional Development Presentation/Conference Grants are provided to encourage ranked adjunct faculty to attend conferences where they have been invited to participate as a keynote speaker or panel member or to present a paper or poster of their research, scholarship, or creative activity. The maximum Presentation/Conference grant is \$500.00. Only ***ranked adjunct faculty*** are eligible to apply. See *Appendices H6 and H7*.

An application must be accompanied by conference presentation documents which confirm acceptance of a paper/poster for presentation or an invitation to be a conference speaker.

Applications must contain the following information:

1. Name of conference that applicant wishes to attend, including when and where;
2. Purpose of attendance (presentation of paper or poster; invitation to serve as conference keynote speaker or panel member);
3. Impact of attendance on professional development of applicant;
4. Impact of research, scholarship, or creative activity on the discipline. (How will practice in the discipline be changed by applicant's research/scholarship?);
5. Acceptance of material for publication, including journal and date of expected publication.
6. Intent to submit for publication, including journal(s);
7. Budget including contribution from department and or school;
8. Attachment: invitation from the conference to serve as speaker, or acceptance of paper or poster.

The Faculty Professional Development Committee serves as the selection committee and forwards its recommendations to the Provost for final award decisions. The Provost will notify faculty in writing regarding approval or disapproval, and announce the awardees in the Provost e-mail.

Ranked Adjunct Presentation/Conference grants are competitive. Consideration of competitive proposals may include prioritization as follows:

- Faculty member has never applied;
- Faculty member has previously applied but has been denied;
- Faculty member has had this research/scholarship accepted for publication.

Deadlines

Deadlines to apply for Presentation/Conference Grants: October 1 for summer and fall, January 15 for winter, or April 15 for spring to submit the application form to the Provost's Office. See *Faculty Handbook Appendix H6*, or [http://intranet/Forms/Academic Affairs Faculty Development Grants](http://intranet/Forms/AcademicAffairsFacultyDevelopmentGrants).

Reimbursement: Receipts must be submitted by May 31 along with a Departmental Request for Disbursement form (*Faculty Handbook Appendix H5* or <http://intranet/Forms>).

1. The expense must be incurred in the same fiscal year and the "goods" must be received in the same fiscal year as the grant reimbursement.
2. The activity must occur within the same fiscal year as the grant, e.g. if you pay for a conference in May that you will attend in August, you may be reimbursed in August following attendance of the conference. You may not be reimbursed for an event after June 30 from this year's grant.

Report on use of Presentation/Conference Grant funds must be submitted no later than May 31 on *Faculty Handbook Appendix H7* or <http://intranet/Forms> along with Disbursement form.