

Faculty Development Coordinating Committee Awards By-Laws: Preface

The following By-Laws have been developed

- to award Faculty Development Grants of merit with fairness and consistency to the maximum number of faculty
- to ensure that all Grant monies allocated each academic year are spent
- at the same time, to award funds using criteria that are consistent with WVUP Personnel #IV-8. Policies and Procedures for Annual Faculty Evaluation, Promotion, and Tenure and #IV:23-Definition of Faculty Development.

WVUP Policy: Personnel: IV-#23 - Definition of Faculty Development:

Faculty development awards will be for activities outlined in the statement of Definition of Faculty Development in WVUP Policy: Personnel: IV - #23:

“The purpose of faculty development is to increase the ability of individual faculty members to improve the teaching/learning process and in general to increase the overall effectiveness of the college in achieving its mission. In accordance with West Virginia University Board of Governors Policy 26 on Employee Development, faculty development at WVU at Parkersburg consists of a number of activities. Among such activities are:

- A. Workshops, seminars, self-study, or projects designed to improve the teaching/learning process.
- B. Additional college or university study in one's teaching field.
- C. Study designed to facilitate a person's new teaching field.
- D. Training in auxiliary academic skills such as student advising, curricular development, academic evaluation, etc.
- E. Participation in workshops, in-service meetings, or lectures brought to the campus to serve a wide audience.
- F. Participation in off-campus workshops or professional meetings in one's teaching or responsibility area.
- G. Designing and implementing special projects or research designed to enhance teaching/learning.
- H. Pursuing any of the above activities while on approved sabbatical leave.

Faculty Development Awards By-Laws:

Evaluation of Applications:

- A. The Committee will evaluate applications to assure that they fulfill the criteria outlined in the statement of Definition of Faculty Development in WVUP Policy: Personnel: IV-#23. All applications that meet the WVUP Policy IV-#23 definition criteria will be placed on a prioritized list for the funding cycle [See “Funding Cycles” below.] for which they were submitted.
- B. Then, preference will be given to applicants according to the following funding history:
 1. applicants who did not receive a Faculty Development Grant within the previous academic year and/or any previous funding cycle for the current year,

2. applications that received funding of less than \$1500 within the previous academic year or within any previous cycle of the current year. Grants will be awarded up to the balance of \$1500.
3. applications that received funding of \$1500 within the previous academic year. Grants will be awarded up to \$1500.
4. applications that received funding of \$1500 within a previous funding cycle within the current year. Grants will be awarded up to \$1500.

Funding:

- A. **Funding Cycles:** Faculty Development Grants will be awarded in four cycles during the academic year.

Cycle #1: Deadline for application: Wednesday of third week of the semester Cycle #2:

Deadline for application: Wednesday of the first week in November Cycle #3: Deadline

for application: Wednesday of the first week in February Cycle #4: Deadline for

application: Wednesday before final exam week

- B. **Funding allocations:**

1. The percentage of annual funds allocated for each cycle will be as follows:

Cycle #1: 28.75% {Based on the current budget of \$40,000, \$11,000}

Cycle #2: 28.75%

Cycle #3: 28.75%

Cycle #4: 13.75% {Based on the current budget of \$40,000, \$7,000}

2. Within any given cycle, the funds allocated for Professional Development Grants and for Advanced Education Grants will be determined by the relative percentage of requests in each category for that cycle. Those requests must fulfill the criteria outlined in the statement of Definition of Faculty Development in WVUP Policy: Personnel: IV-#23 and must be from applicants who have not yet received the \$1500 maximum application amount for the current academic year.

- C. **Retro-funding:** In the event that grant funds are not spent or funds withdrawn because grant deadlines are not met within any given cycle, those funds will be retroactively awarded during the fourth funding cycle of the academic year. Applicants will be notified of their eligibility but must resubmit their grant proposal to be eligible. Retro-funds will NOT be awarded for the previous academic year. Applicants receiving awards retroactively must adhere to the Grant Award deadlines.

Application Schedule: The Faculty Development Coordinating Committee will notify all full-time faculty at the beginning of each academic year of the following:

- the funding cycle and the amount awarded in each cycle,
- application deadlines, the criteria for evaluating applications, and
- Internet links to grant forms.

- A. Only applications submitted by the cycle deadlines will be considered by the Committee.

- B. Grant Award deadlines: **Unless special circumstances are documented, funds will be withdrawn if the following deadlines are not met:**

- The recipient must e-mail acceptance of the award to the Committee chair within fourteen calendar days of the date of the award letter is sent.
- The recipient must submit the Foundation Contract to the Foundation Office within fourteen calendar days of the date the award letter is sent.

- The recipient must submit the Expense Report within twenty-one calendar days after returning from an event/ completion of a project. ***NOTE: The Expense Report must be equal to or less than the grant award.**

Amending of By-Laws: The Faculty Development Awards By-Laws may be amended by a majority vote of full-time faculty. Amendment procedures will be handled by the Faculty Development Coordinating Committee.