

Title: #IV-23. Faculty Development

Date: June 9, 2006 (Replaces version dated April 29, 2002)

DEFINITION

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.
- I. Faculty members engaging in development activities are responsible for sharing their new learning or skills with other colleagues via publication, report, seminar, workshop, tutoring, or other appropriate ways of communicating among professionals.

ADMINISTRATION

Planning and administration of faculty development activities is a joint function of the full-time faculty, division chairs, the Faculty Senate, the Dean's Council, the Dean of Academic Affairs, and the President. College-wide administration is indicated as a means of assuring quality of programs, understanding and appreciation of all activities, and maintenance of equity in the use of resources.

Faculty development proposals shall be a function of divisions and their members.

Coordinating Committee. A Faculty Development Coordinating Committee shall consist of one faculty representative from each academic division.

The Coordinating Committee shall be responsible for the following activities:

1. Notifying faculty of the guidelines for the preparation of applications and the deadlines for their submission.
2. Receipt, evaluation, and funding of faculty development grant proposals.
3. Maintenance of equity in awarding of funds.
4. Assurance that recommended activities fulfill the understandings outlined in the statement of Definitions.
5. Recommend requests which relate to the mission statement and goals of the institution.
6. File a report with the Dean of Academic Affairs which details the expenditure of Faculty Development funds.

The Coordinating Committee shall select its own chair and shall meet as needed. The Committee may, if it chooses, establish certain deadline date or dates for receipt of funding requests. It may set budgetary parameters for use of funds; i.e., a percentage of annual budget for broad categories of development activities (e.g., on-campus functions, graduate study, off-campus workshops).

DEADLINES

Graduate Study. Requests for funding of graduate study must be processed and approved prior to the start of any term during which study is to occur. If graduate study will involve a reduction in a faculty member's teaching assignment or a total absence from campus, such requests must be approved not later than February 15 of the academic year preceding the year in which study will occur so that class schedules can be

accommodated. Graduate study which will not affect a faculty member's teaching assignment must be approved not later than the time of registration for such study.

On-Campus Activities. Requests for funding of on-campus workshops or lectures must be approved in sufficient time that required contracts and other authorizations may be processed. As a guideline, such approvals should occur at least six weeks before the activity is scheduled. Special considerations may require additional advance planning. For advice on setting approval deadlines in specific cases, persons should consult the Dean of Academic Affairs or the Chief Financial Officer.

Off-Campus Workshops. Requests for funding of off-campus workshops must be approved in sufficient time that required travel requests may be completed before the individual is scheduled to leave campus. As a guideline, such approval should occur at least six weeks before the off-campus activity is scheduled to begin. Special considerations or state travel restrictions may require additional advance planning. For advice on setting approval deadlines in specific cases, persons should consult the Dean of Academic Affairs or the Chief Financial Officer.

Activities to Occur in Subsequent Year. The Coordinating Committee may take action to recommend approval of activities which will occur in a subsequent fiscal year; however, such recommendation shall be governed by the actual availability of funds in the fiscal year that the activity will occur.

Setting of Specific Deadlines. The Coordinating Committee may, if it sees fit, establish specific deadlines for receipt of applications for any of the activities outlined above. Such deadlines shall be circulated throughout the institution, allowing ample time for prospective applicants to prepare requests for recommendation and approval.