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 profess 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.

Faculty Development Awards By-Laws:
Evaluation of Applications:

A. The committee will evaluate applications to ensure 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 for which they were submitted. (See funding cycles below.)
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 $2,500 within the previous academic year or within any previous cycle of the current year. Grants will be awarded up to the balance of $2,500.
    3. Applications that received funding of $2,500 within the previous academic year. Grants will be awarded up to $2,500.

Funding:

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

Cycle 1: Second Friday in November

Cycle 2: Second Friday in February

Cycle 3: Third Friday in April

B. Funding allocations:
    The percentage of annual funds allocated for each cycle will be decided by the committee members based on the availability of funding.

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 email acceptance of the award to the Committee chair within fourteen calendar days of the date 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 30 days after returning from and event/completion of the project. NOTE: The Expense Report must be equal to or less than the grant award.

WVUP Faculty Development Coordinating Committee Responsibilities

1. Members need to attend the three award cycle meetings. If unable to attend, members should arrange for an alternate to attend.
2. In preparation for each meeting, either the member or alternate should review each application to determine if the application meets the criteria for definition of faculty development as defined in WVUP Policy #IV-23. {Copies of the applications are available on the website, in the office of the Senior Vice President of Academic Affairs or with the chair of the Faculty Development Committee several days before each funding meeting.)
3. Apply the Award Committee's By-Laws fairly and equitably.
4. After each of the four funding cycle meetings during the academic year, committee members send e-mails to those members in their division who have applied for and received funds and send denial letters along with the application to those who have not received funds. Following each meeting, the Chair will prepare a spreadsheet of the Committee's awards and denials. Since deadlines are involved, the award e-mails need to go out within 48 hours of each meeting.
5. Note that the Chair will be the recipient of the acceptance email, but members are to check to make sure that colleagues in their Division have met the deadlines.

   Grant award deadlines:
   Unless special circumstances are documented, funds will be withdrawn if the following deadlines are not met:
   - The recipient must email acceptance of the award to the Committee chair within fourteen calendar days of the date the award letter is sent.
   - The recipient must submit by email the appropriate paperwork to the Office of the Senior Vice-President for Academic Affairs within fourteen calendar days of the date the award email is sent.
   - The recipient must submit the Expense Report within thirty calendar days after returning from an event/completion of a project.
   - Expense report must be equal to or less than the grant award.

6. Finally, members should be familiar with the By-Laws and the forms used in the funding process as they will be expected to field questions from their division colleagues concerning the awards process.