

## **CFA Policies & Procedures Faculty Development**

**April 2008 (Revision to February 2000 Policy)**

Faculty Development is one of the primary means by which we keep ourselves professionally current, capable of accommodating new and advanced instructional assignments and, in general, intensely engaged in our disciplines. As generally recognized, faculty development consists of programs, activities, practices, and strategies that aim both to maintain and also to improve the professional and pedagogical competence of individual faculty. It is the responsibility of the University, the College, the School, and the individual faculty member to work in partnership, making every effort to ensure professional competence and growth. Toward this end, the University and the College have established a modest fund to assist in meeting this challenge.

### **Procedures: Faculty Development**

- Seventy percent of the Faculty Development funds will be administered from the office of the Dean of the College of Fine Arts and thirty percent of the funds will be administered through the offices of the school directors.
- Each school faculty will develop its own procedures for awarding departmentally allocated funds. Any or all instruction faculty members within the school are eligible for these funds.
- All teaching faculty members in the College of Fine Arts are eligible to apply for College Faculty Development funds. All eligible faculty members must submit their applications first to the School Director, who will then convene a committee to (1) rank all proposals and (2) return both the proposals and the ranking to the Director.
- The school director will prepare a brief letter in which the proposals are ranked in accordance with the unique perspective of the Director. The total departmental package (proposals, committee recommendations, and Director recommendations) will be forwarded to the Dean.
- For proposals for projects beginning on or after November 1st of the CURRENT academic year, the deadline will be October 1st. A second round of proposals will be accepted on February 1st for projects in that current semester and summer. All projects for these first two deadlines MUST be completed by August 31 of that fiscal year. There is also a third date for submission: For projects beginning in the fall semester through Dec 31 of the NEXT fiscal year, the deadline will be April 1. It should be noted that these project periods overlap, so it is in the faculty member's best interest to turn in proposals as early as possible for full consideration. If a faculty member is not funded in the first round of proposals, he or she could resubmit the application for consideration in the subsequent round. Please refer to the chart below for clarification:

<b>Proposal Deadline</b>	<b>Dates for Proposed Activity</b>
October 1	November 1- August 31 (current year)
February 1	March 1- August 31 (current year)
April 1	Sept 1- Dec. 31 (next fiscal year)

- The Fine Arts Council will review and rank proposals, carefully taking into consideration the recommendation of the school committee and director as well as the criteria set forth for faculty development. The Council will forward to the Dean the final recommended rankings and all supporting materials including the individual proposals.

## **Faculty Development Application and Review Guidelines**

The following is intended as a guide by which to model individual faculty development grant proposals for submission to the College of Fine Arts.

The criteria for evaluating the proposals are the following:

- Significance of the proposed activity.
- Contribution to the applicant's academic and professional growth.
- Relationship of the proposed activity to the applicant's academic assignment(s).

Application Format:

- The Professional Development Award Application found on the Fine Arts website should be downloaded and filled out completely for consideration.