



**Angelo State University**

**Faculty  
Development  
Handbook**

**2007-2008**

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**ORIENTATION FOR NEW FACULTY**  
**2007-2008 Academic Year**

At the beginning of the academic year, an orientation session is held for all new tenure-track faculty. This program is conducted by the Faculty Senate and covers a wide variety of information related to employment and benefits.

The Office of the Provost and Vice President for Academic and Student Affairs hosts an informal luncheon for all new tenure-track faculty. This session allows new faculty to meet the President, deans, department heads, and second-year faculty.

## **GUIDELINES FOR FUNDING FACULTY RESEARCH, DEVELOPMENT, INNOVATIONS IN TEACHING, AND ENRICHMENT GRANTS**

Funds are available to support innovative endeavors which advance the strategic interests of Angelo State University and the State of Texas. These include (but are not limited to):

- research projects which reflect intellectual creativity leading to extramural funding or external recognition
- developmental and enrichment projects which stimulate scholarly activities and contribute to instructional development and quality of teaching
- projects or programs directed toward improvement of the university's curriculum and instructional programs
- attendance at professional meetings, workshops, institutes, symposia, and seminars
- traditional scholarly research

Both individual and group projects will be considered. Interdepartmental collaborations are encouraged. Projects must be completed within the 2007-2009 biennium, i.e., by July 2009.

### Priorities

Projects that support the strategic vision of Angelo State University will be given highest priority. These include projects supporting our goals of attaining HSI status, *Closing the Gaps*, increasing retention, internationalizing the campus, and attracting extramural grant funding.

### Budget

There is no minimum amount that may be requested. The maximum amount is \$200,000. The appropriateness of the budget is considered strongly in evaluating proposals. Faculty release time, student salaries, and consulting fees are legitimate expenses. If the faculty member is going to request faculty release time during the academic year, it is imperative that this be cleared with the appropriate department heads and deans well in advance of submitting the proposal. Request for a part-time lecturer or teaching assistant may be included to cover the faculty's classes. Capital expenses (e.g., equipment or software in excess of \$5,000) and travel expenses necessary to complete the project are allowed, as are general Maintenance and Operations expenses. In general, salaries for regular full-time faculty will not be funded, although in rare instances, a supplement may be appropriate, if adequately justified in the proposal.

A budget narrative must be provided with the itemized budget. Justification for each budget element must be provided. No budget item will be funded if a clear and compelling justification is not provided.

### Eligible Applicants

All permanent full-time faculty members who will have completed at least two long semesters at Angelo State University at the time the program or project is to be initiated are eligible to submit proposals. Faculty may submit a maximum of one individual and one collaborative or team proposal.

### Patents and Copyrights

For information concerning the policies on copyrights and patents related to these projects, please refer to Chapter 10 of the Texas Tech University System's Regents Rules and Regulations.

### Administration of Funds and Accounting Procedures

The policies and procedures for the administration of funds allocated under this grant program shall be the same as for other university funds. Guidelines are provided in the Fiscal Regulations document. Any unexpended funds at the end of the fiscal 2009 year may not be carried forward to subsequent years.

### Review and Approval of Proposals

The University Internal Grant Committee, chaired by a faculty member chosen by the Committee from its membership, will consist of the academic deans, the Faculty Senate President, and eight other members of the permanent faculty with two members from each of the four undergraduate colleges recommended by the Faculty Senate serving two-year staggered terms.

Submitters are advised that the review process may be carried out by individuals from different professional backgrounds. Proposals are to be written in everyday language; professional jargon should be avoided as much as possible. The proposals must adhere to the format specified in the section "Outline for a Typical Proposal."

Proposals are to be submitted in accordance with the following schedule:

(1) An original and 13 copies (14 in all) of the proposal must be submitted to the department head(s) by **5:00 p.m. Wednesday, October 24, 2007**. The department head(s) signature(s) on the original proposal will indicate his or her approval.

(2) The proposal packet as signed by the department head(s) should be submitted to the dean(s) of the appropriate college(s) by **Friday, October 26, 2007**. The dean(s)' signature(s) on the original proposal will indicate his or her approval.

(3) Each academic dean will forward the original and all copies of the proposal to the Provost by **5:00 p.m. Tuesday, October 30, 2007**.

Because of the quick turnaround on the proposals, faculty are encouraged to talk with their department head and dean before the proposal due dates for suggested modifications which, in their judgment, would strengthen the proposal.

The Provost will notify the dean, department head, and faculty member of the status of each proposal at such time as a final decision has been reached on funding the program or project.

## Reports

Each faculty member or project team receiving funding under this program will conduct a seminar for the university upon request by the dean of the college. A comprehensive written report describing the results, achievements, and/or benefits of the program or project must be submitted to the department head, dean, and provost no later than one month after the close of the project period. For projects lasting more than one year, an interim report is due at the end of the first full year of funding.

## OUTLINE FOR A TYPICAL PROPOSAL

1. Cover Page (see attached)
2. Brief statement of objectives (1 page or less, double-spaced)
3. Narrative: The narrative is left to the discretion of the proposer because the university wishes to encourage as wide a variety of high-quality, creative proposals as possible. Normally, the proposal should not exceed 5 double-spaced pages. Brevity will facilitate effective review; however, it is the responsibility of the investigator to demonstrate the merit of the proposed project/activity in as succinct a manner as possible. The faculty member should comment on the project/activity's significance to the strategic vision of the university. A clear description of the component tasks with a time line for completion of each task must be included.
4.
  - a. Previous ASU grants: (including Research Enhancement, Faculty Development, and Technology Development grants). List type of grant, year, and how ASU benefited from the grant (i.e., publication, presentation, on-line course developed and offered, etc).
  - b. Previous extramural grants. List grant source, amount funded, project dates, and the grant outcomes (i.e., publication, presentation, students funded, faculty benefiting from training, etc.)
5. Budget (see attached template):
  - A. Dates to be covered by the budget:
    - Beginning date
    - Ending date
    - Timeline of major benchmarks
  - B. Personnel Costs
    - i. Student assistants: include number of students, rate of pay and number of hours (explain in the budget narrative what the function of these students will be and justify the number and hours to be worked)
    - ii. Graduate assistants (see above)
    - iii. Teaching assistants
    - iv. Part-time lecturers
    - v. Other
  - C. Travel: include destination, number of trips (include in the budget narrative why the travel is necessary to the project)
  - D. Maintenance and Operation (list all items separately). This will include all expendable supplies, consultant fees, and equipment and software under \$5000.
  - E. Capital Equipment (over \$5000 per item).
  - F. Total amount requested.
6. Budget Narrative: Provide a justification of each of the budget items.
7. Biographical data for each faculty member in proposal

**FACULTY INNOVATION GRANT**

**DATE**

**TITLE**

**PROPOSER(S) (NAMES TYPED)**

**Signatures:**  
(Add lines as needed)

**PROPOSER(S):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DEPARTMENT HEAD(S):** \_\_\_\_\_

**DEAN(S):** \_\_\_\_\_

**PROVOST:** \_\_\_\_\_

**BUDGET**

**A. Dates to be covered by the budget:**

Beginning date: \_\_\_\_\_

Ending date: \_\_\_\_\_

Timeline of major benchmarks.

**B. Salaries:**

Student Assistants(s) \$ \_\_\_\_\_

Number of students \_\_\_\_\_

Number of hours employment each \_\_\_\_\_

Hourly rate of pay \_\_\_\_\_

Graduate Assistants(s) \$ \_\_\_\_\_

Number of students \_\_\_\_\_

Number of hours employment each \_\_\_\_\_

Hourly rate of pay \_\_\_\_\_

Teaching Assistant(s) \$ \_\_\_\_\_

Number \_\_\_\_\_

Temporary Lecturer(s) \$ \_\_\_\_\_

Number \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**C. Travel** \$ \_\_\_\_\_

Destination(s)

Number of trip(s)

**D. Maintenance and Operations** \$ \_\_\_\_\_

List items costing \$100 or more separately

**E. Capital Equipment** (items \$5000 or more each) \$ \_\_\_\_\_

List all items separately

**F. Total Amount Requested** \$ \_\_\_\_\_

**PROVOST AND VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS**  
**FACULTY DEVELOPMENT TRAVEL FUNDS**  
**2007-2008 Academic Year**

These funds are available to support full-time tenured or tenure-track faculty members who are presenting a juried/refereed or otherwise appropriately selected paper or performance at a meeting of a major national or regional professional organization or association. Faculty who are panel discussants or moderators at such meetings would not be eligible for these Faculty Development Travel Funds, but should seek financial support at the departmental and college levels. Only one proposal per faculty member may be funded each year. No proposals to support travel which has already occurred will be accepted.

Requests for these Faculty Development Travel Funds should be made in writing to the Associate Vice President for Academic and Student Affairs by submitting an approved Request for Faculty Development Travel Funds form which provides in brief fashion the standard information usually required in such proposals. This would include the name of the participant, department, conference name, title of presentation, conference date(s), airfare, transportation expense, per diem, registration fee, the total amount of funds requested, a brief description of the procedure involved in the faculty member's selection to be a presenter in the program, and evidence that the paper or performance has been accepted. The approved Request for Faculty Development Travel Funds application should be accompanied by a completed Travel Authorization Request Form which has been signed by the appropriate department head and academic dean.

The maximum amount available for a Faculty Development Travel Funds grant in 2007-2008 from these funds is 70% of the amount requested up to a maximum of \$700.00 (excluding registration fees). Departmental or college funds are to be utilized for registration fees. Of course, this amount may be supplemented by funds from other University accounts which are available to support such faculty activities.

Requests for the 2007-2008 budget year should be submitted **as soon as possible**.

A written comprehensive report describing the results, achievements, and/or benefits of the program or project must be submitted to the department head, dean, and provost by **Wednesday, October 1, 2008**.

**PROVOST AND VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS  
REQUEST FOR FACULTY DEVELOPMENT TRAVEL FUNDS**

Presentations are approved only if they are selected through an established and discipline-appropriate professional procedure (juried, refereed, panel chair selection, etc.) and are to be made at multi-state, national, or international meetings. (See 2007-2008 Faculty Development Handbook, page 8).

Method by which presentation was selected **must** be submitted with this request (attach acceptance letter and supporting material).

Name of Participant: \_\_\_\_\_

Department: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conference Date(s): \_\_\_\_\_ Conference Location: \_\_\_\_\_

Airfare Expense: \_\_\_\_\_

Other Transportation Expense: \_\_\_\_\_

Per Diem Expense: \_\_\_\_\_

Registration Expense: \_\_\_\_\_ --0- \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

\_\_\_\_\_  
Approved by Department Head

\_\_\_\_\_  
Approved by Dean

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For Provost Use Only

Total Amount Funded \_\_\_\_\_ Transferred to Account # \_\_\_\_\_

Budget Item # \_\_\_\_\_

Application Denied - Reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Postponed - Reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Associate Vice President for Academic and Student Affairs

cc: Provost  
Academic Dean  
Department Head  
Participant

## **Technology Development Opportunities for Faculty 2007-2008 Academic Year**

Each faculty member and student at Angelo State University has E-mail and Internet access through a campus-wide network that connects directly to a high-speed statewide telecommunications backbone. Other resources available for faculty include free dial-up, Microsoft software and virus protection for use on their home computers and hardware, software and services discounts for personal technology purchases. A variety of technology support services are available and more information can be obtained at the technology resources web page at <http://www.angelo.edu/services/technology/index.html>.

The e-Learning Center, equipped with the latest hardware and software, is available to faculty for developing interactive learning modules that enhance the classroom learning process for students. Training sessions are offered for faculty so they can adopt the newest technologies and methods for presenting class materials to students such as Blackboard. (Blackboard is an online course management system used at Angelo State University. With Blackboard, instructors can create and deliver online course material, manage discussion groups and chat rooms, and administer on-line tests. You can view your courses at any time and from any computer with an internet connection and a web browser.)

The training sessions focus on the use of new technologies and software tools so that faculty can infuse into their curriculum the latest advances in multimedia instruction. The e-Learning Center, staffed with full-time and student technology assistants, is open for faculty use every workday. In addition to training faculty on the use of advanced technology tools, the staff are available to help with web page design and creation, image scanning and rendering, developing presentation materials, and basic technical support. Training is also available to learn how to use the multimedia presentation equipment that is available in most classrooms.

Complimenting the advanced multimedia training, faculty members are provided with additional technology training resources through the Office of Information Technology. Training sessions are scheduled each semester to assist faculty and staff in mastering various technology and software tools. These sessions cover a wide range of topics. Some of the more common software training classes include the use of Windows, word processing, spreadsheets, presentations, and databases. Typically about 20 training sessions are offered for faculty and staff in a semester. Information Technology also offers a wide variety of online training modules in a wide variety of subjects through a subscription service called ElementK. To sign up for training sessions or online modules contact the HelpDesk at 942-2911.

## Technology Resources

For more information about Technology Resources available to faculty, please visit the Information Technology web page at <http://www.angelo.edu/services/technology/>.

### **Help Desk (MCS Lab 111)**

The Information Technology Department provides support for university-owned technology equipment and services including hardware, software, networking, telephone, computer labs, multimedia equipment, dial-up, e-mail, and university computer accounts. The help desk serves as a central point of contact for customers to get assistance with any of these services. The Help Desk can be contacted at 942-2911 or by emailing [helpdesk@angelo.edu](mailto:helpdesk@angelo.edu).

### **e-Learning Center (MCS 108)**

The e-learning Center provides faculty assistance with integrating technology into university teaching. The staff provides support for online, hybrid and technology enhanced classes, technology training and workshops and individual consulting by phone, e-mail or in person. The Center also coordinates and assesses new projects utilizing technology in the classroom.

### **Computer Labs**

There are seven computer labs with 300+ computers running over 175 software applications located throughout the campus. Each computer lab provides students access to personal email accounts, high-speed internet connections, and 300MB of storage space. Each computer lab is staffed with student assistants to help students and faculty with hardware and software questions. The MCS Computer Lab is open on a modified 24 hour schedule. Besides being available for general student use, many of the labs may be reserved by faculty for student class sessions and orientations.

### **Multimedia Lab (MCS 106)**

ASU provides a facility for faculty, staff and students to develop and receive assistance with multimedia presentations, web page design, and the setup of presentation equipment. Equipment includes: a digital camera, video camera, scanner, laptops, portable projectors, and audio and video editing equipment.

### **Collaborative Instructional Lab (Rassman 111)**

This lab is designed to promote collaborative learning and cooperation not available in a standard lab setting. The modular furniture around the perimeter of the room will accommodate up to 40 students working in teams at the 20 PC's or small discussion groups. A conference table in the center of the room supports large group discussions or multimedia presentations.

### **Information Technology Data Floor (Rassman 120)**

The Information Technology data floor houses a variety of technology equipment for the campus. Over 50 servers providing such services as email, web, dialup and data services, as well as network equipment, are located in this secure, climate-controlled environment.

### **Remote Observatory (Vincent 146)**

A remotely controlled telescope is located on a ranch 17 miles northwest of San Angelo which allows the observer to control all aspects of the telescope's motions, scientific instruments, and dome operations via telephone lines. The telescope is controlled by and capable of downloading data to a computer located in the Vincent building.

**Planetarium (Vincent P02)**

The Angelo State University Planetarium is one of the largest and technically sophisticated planetarium theaters located on a university campus. At the heart of the theater is the Spitz 512 projector which is capable of projecting over 5,000 stars. The planetarium is used as a physics classroom for astronomy, physical science, and geology classes.

**Physics Lab (Vincent 146)**

The Physics Lab has over 60 technology based laboratory exercises that can be instructor demonstrated or student performed as well as additional 30 laboratory exercises that can be simulated. This laboratory is used to teach system, network, and web administration in a Unix-like networked environment.

**Foreign Language Learning Center (Academic 125)**

The Foreign Language Learning Center allows students to have team discussions while being monitored by the faculty member. This system also incorporates devices such as VCR's and satellite communications. As a communication area and a program transfer area, this facility brings the latest in technology directly into the classroom for enhanced foreign language teaching and learning.

**Networked English Classrooms (Academic 033 and 035)**

The Networked English Classrooms provide a computer-aided and computer-based instruction environment to a variety of English classes through networked, twenty-five computer station classrooms. Research has shown that this type of environment not only increases composition skills but also increases student interest and self-esteem.

**Cable/Educational Access Channel (Library 3rd floor)**

The new third floor of the Library houses the television studio and the postproduction areas for both television and radio. These facilities provide students with the opportunity to produce and edit television productions using professional broadcast quality equipment and computerized editing programs.

**TXSDC (MCS third floor)**

The Texas State Data Center (TXSDC - formerly the West Texas DROC) is located on the third floor of the Math-Computer Science Building and is a joint venture between the Texas Department of Information Resources, Northrop-Grumman Technical Services, and Angelo State University. The TXSDC mission is to supply operation and disaster recovery services to state agencies in Texas.

**LIBRARY OPPORTUNITIES FOR FACULTY DEVELOPMENT**  
**2007-2008 Academic Year**

Porter Henderson Library's electronic resources (indexes, books, abstracts, full-text/full-image articles, and Federal and State government information) have increased and changed at such a rate in recent years that training sessions for faculty and administration members are routinely offered by Library staff.

At the beginning of each fall semester, the Library schedules a "New Faculty Orientation" session to introduce faculty members to the Library's services, policies, and resources. In addition, faculty members may schedule instruction sessions for individual classes, departments, or divisions of the University. These special sessions are particularly useful when new electronic resources become available or undergo significant changes. Appointments for individual and group sessions are made through the Reference Desk (942-2141 or [reference@angelo.edu](mailto:reference@angelo.edu)) or the Director's office (942-2222 or [library@angelo.edu](mailto:library@angelo.edu)).

**LILLY CONFERENCE ON COLLEGE TEACHING**  
**2007-2008 Academic Year**

Each year faculty are provided the opportunity to attend the Lilly Conference on College Teaching held in November at Miami University in Oxford, Ohio.

Depending upon funding, two tenured or tenure-track faculty members from each college are selected for this opportunity by their respective dean. Names of selected participants are due to the provost by **the last Friday in July**.

This award includes all conference fees, lodging, and transportation. Each faculty member attending is expected to participate in a seminar of all attendees and to share knowledge gained at the conference with his/her college and the university when requested. In order to encourage broad participation, normally no faculty may be funded for more than one trip to the Lilly Conference.

Occasionally faculty members also have the opportunity to attend special regional Lilly Conferences on College Teaching with financial support from the University. When these opportunities arise, information about these regional meetings and the application procedures to participate will be distributed to the faculty by the Provost.

**GUIDELINES FOR GRANT PROPOSAL AND RESEARCH CONTRACTS**  
**2007-2008 Academic Year**

Angelo State University strongly encourages faculty and staff to pursue outside funding opportunities that will complement the mission of the University. All grant and contract activity must be coordinated through the Office of the Graduate Dean, using the grant/contract approval form on the following page. The Graduate Dean can counsel the grant/contract applicant as to funding opportunities and will assist the applicant in the grant writing process, including budget preparation and document editing.

When a faculty or staff member anticipates applying for a grant or contract, he/she must contact the Graduate Dean (x2169) for preliminary approval. No grant or contract application may be sent to the funding agency without official University sign-off first, which includes the approval at the departmental and dean levels, followed by higher administrative approvals. This approval process can take up to several weeks, so the applicant should plan accordingly. The final draft of the grant/contract proposal should be in the Graduate Dean's office not later than two weeks preceding the deadline date to ensure proper editing and sign-off. Requests for cost sharing should be made well in advance of submitting the proposal to the Graduate Dean.

**ANGELO STATE UNIVERSITY  
OFFICE OF SPONSORED RESEARCH**

APPLICATION FOR REVIEW AND APPROVAL OF PROPOSAL FOR GRANT OR CONTRACT

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_ New \_\_\_ Renewal \_\_\_ Revision \_\_\_

Title of Project: \_\_\_\_\_

Mailed \_\_\_\_\_

Date Due to Agency: \_\_\_\_\_ Receipt \_\_\_\_\_ Date of Award Announcement: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Project dates: Start \_\_\_\_\_ End \_\_\_\_\_

Matching Funds Required: \$ \_\_\_\_\_ Actual dollar obligation (other than "in-kind" match): \$ \_\_\_\_\_

\*\*\*\*\*

Does the proposal commit University funds for program continuation? Yes \_\_\_\_\_ No \_\_\_\_\_

Does this project include:

Yes	No		Yes	No	
_____	_____	Human Subjects? (If yes, the proposal must be reviewed by the IRB.	_____	_____	Faculty release time?
_____	_____	Approval date _____)	_____	_____	New credit courses or degree program?
_____	_____	Vertebrate lab animals? (If yes, the Proposal must be reviewed by IUCAC.	_____	_____	Are you currently debarred, suspended, or ineligible to receive federal funds?
_____	_____	Approval date _____)	_____	_____	Have any funds been used to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress or to any other person with regard to this application?
_____	_____	Recombinant DNA? Level? _____	_____	_____	Do faculty or other individuals participating in this project have financial, consulting, management or other sponsored program activities which would create a conflict of interest if this project is undertaken?
_____	_____	Hazardous Materials?	_____	_____	
		_____ Regulated biological Materials?			
		_____ Hazardous or regulated chemicals?			
		_____ /radioactive materials or other?			
_____	_____	Special resources required? (e.g. expanded library materials)			
_____	_____	Additional space or renovation needed?			

Applicant(s) Signature: \_\_\_\_\_

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**APPROVALS**

Dean of the Graduate School (preliminary review): \_\_\_\_\_ date \_\_\_\_\_

Department Head: \_\_\_\_\_ date \_\_\_\_\_

Dean of College: \_\_\_\_\_ date \_\_\_\_\_

Dean of the Graduate School (final review): \_\_\_\_\_ date \_\_\_\_\_

Vice President for Finance and Administration: \_\_\_\_\_ date \_\_\_\_\_

Provost: \_\_\_\_\_ date \_\_\_\_\_

President: \_\_\_\_\_ date \_\_\_\_\_

Mailed to agency: \_\_\_\_\_

Please attach a brief summary of your project which expresses the purpose and proposed activity.