GUIDELINES FOR FUNDING THE FACULTY DEVELOPMENT
AND ENRICHMENT PROGRAMS AND PROJECTS
2009-2010 Academic Year

Purpose

The Board of Regents has authorized the President of Angelo State University to continue the University's Faculty Development and Enrichment Program supported by available unrestricted gift funds and auxiliary funds and administered under guidelines approved by the President of the University.

These guidelines have been established to provide policies and procedures for the planning and implementation of faculty development and enrichment programs and projects during fiscal year 2009 as authorized by the Board of Regents.

Priorities and Eligible Projects

Faculty Development and Enrichment funds shall be used primarily to upgrade and enhance the quality of teaching by faculty and for the improvement of the content and quality of the instructional programs of the University.

Consideration will be given to well-planned, high-quality proposals for the following types of programs and projects:

1. Developmental and enrichment programs and projects, including technology solutions in instruction, that encourage intellectual creativity, stimulate scholarly activities, and contribute to instructional development and the quality of teaching by faculty members.

2. Projects directed toward improvement of the University's curriculum and instructional programs.

3. Attendance at professional meetings, workshops, institutes, symposiums, and seminars.

4. Other creative projects of high quality designed to develop, enrich, or enhance faculty performance or contribute to the improvement of the University's academic programs and perhaps lead to publications in peer review journals.

Faculty members are encouraged to discuss their ideas for proposals with their department head and dean prior to formulating and submitting their written proposals. Funding for a faculty member to pursue graduate studies for the purpose of earning an advanced degree is not normally considered under this program.

Items Eligible for Funding

Programs and projects may be proposed for the 2009-2010 academic year including the 2010 summer session. The maximum that may be requested in 2009-2010 is $10,000.

Requests for faculty salaries during the 2009 summer session may not exceed $4,000. *The combination of any monies received from Faculty Development Funds and other monies from participation in any outside summer program cannot cause the monthly salary rate of a faculty member to exceed his/her regular monthly salary rate*. Funds for travel, tuition and fees, materials and supplies, research expenses, and other purposes may be included in the request. Major items of capital equipment will not be funded through this program. All requests for air travel must be based on the lowest available rate through advance purchase of the tickets. *The budget must be submitted in the Excel spreadsheet template provided.*

A person who receives a Faculty Development Grant that provides salary equal to one-half summer term or less may teach no more than one full summer term. If a portion of the grant is salary for the grantee, the grantee must actually be conducting the research full-time during the designated pay period. The actual pay period will be determined at the time the grant is awarded. The amount of salary to be awarded will be commensurate with a clear description of the component tasks of the project with a time and date allocation for each task to be performed during the time when the salary is paid.

The Faculty Development and Enrichment Committee reserves the right to recommend the denial of funding for proposals that in the opinion of the committee are not of high merit, that fall outside of these guidelines, or that do not show clear promise of contributing to the quality of teaching or the improvement of the content and quality of the instructional programs of the University. Faculty members may not submit the same proposal to both the Faculty Development and Enrichment Committee and the Research Enhancement Committee, although different projects may be submitted to the three committees at the same time. A faculty member will not normally be funded during one year from more than one development program. In order to encourage broad participation in the program, normally no member of the faculty may be funded in two consecutive years from Faculty Development and Enrichment Funds.

International Travel

Faculty planning to submit proposals involving travel outside of the United States, Mexico, or Canada should discuss their interests with the provost as soon as possible since such travel will require the prior written approval of the Board of Regents of the Texas Tech University System. Travel abroad related to projects or programs funded by or in connection with activities of proprietary organizations are normally not eligible for support under this program.

Eligible Applicants

All full-time faculty members (except visiting professors) who will have completed at least two long semesters of service at Angelo State University at the time the program or project is to be initiated are eligible to submit proposals. No temporary faculty members are eligible for this program. It is expected that the project will take place on campus or at the location designated in the project description. If a member of the Faculty Development and Enrichment Committee wishes to submit a proposal, that member must request the Faculty Senate prior to **Friday, October 16, 2009**, to name a replacement for him/her on the committee for that year only. A committee member may make such a request at most once during his/her two-year term on the committee.

Applications for Programs and Projects

Proposals for programs and projects to be conducted during the 2009-2010 academic year or the 2010 summer session are to be prepared and submitted in accordance with the following instructions.

1. Faculty members should submit **one original** of their proposal, prepared according to the instructions given, to the academic department head by **5:00 p.m. Friday, October 30, 2009**. The department head's signature on the original proposal will indicate his or her approval.

2. The proposal as signed by the department head should be submitted to the dean of the appropriate college by **5:00 p.m. Friday, November 6, 2009**. The dean's signature on the original proposal will indicate his or her approval.

3. Each academic dean will forward the original to the **office of sponsored projects** by **5:00 p.m. Friday, November 20, 2009**. The forwarded original must be signed by the faculty member, department head, and dean.

4. The coordinator of sponsored projects will compile all original proposals, scan and save them in portable document format (pdf), and submit them via e-mail to the provost by **5:00 p.m. Monday, November 23, 2009**.

At any of the above stages, the department head, dean, or provost may request additional information or clarification of the proposal. They may also propose or suggest modifications on any proposed program or project which would, in their judgment, strengthen the proposal.

Faculty Development and Enrichment Committee

The Faculty Development and Enrichment Committee, chaired by a faculty member chosen by the provost, will consist of the college deans, the Faculty Senate President, and

five other members of the faculty with one member from each of the five undergraduate colleges recommended by the Faculty Senate.

Review and Approval of Proposals

Scoring Criteria:

Merit and Soundness of the Proposal   0-70 points
    Possible considerations
        Objectives clearly defined and achievable
        Benefits to the University
        Rationale and methods well-justified
        Evidence of previous work related to the project
        Realistic project schedule
        Well-written and understandable project

Alignment with teaching mission of the University   0-20 points
    Possible considerations
        Alignment with mission statement: "Angelo State University, a member of the Texas Tech University System, delivers undergraduate and graduate programs in the liberal arts, sciences, and professional disciplines. In a learning-centered environment distinguished by its integration of teaching, research, creative endeavor, service, and co-curricular experiences, ASU prepares students to be responsible citizens and to have productive careers."

Appropriateness of the Proposed Budget   0-10 points
    Possible considerations
        Proposed expenditures clearly defined and justified
        Requested amount commensurate with the scope of work

The Faculty Development and Enrichment Committee will be convened by its chair to review and evaluate the proposals. The proposals will be ranked in order of priority and submitted to the provost by **Wednesday, December 9, 2009**. The provost will make the final decision on all projects to be funded. Funding announcements will be sent out on **Friday, December 18, 2009**.

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 of the program or project.

Patents and Copyrights

For information concerning the University's copyright policy and the patent policy, please refer to Chapter 10, of the *Regents' Rules*. See also ASU OP 76.01.

Administration of Funds and Accounting Procedures

The policies and procedures for the administration of funds allocated for faculty development shall be the same as for other University funds. The policies and procedures to be followed are provided online at http://www.angelo.edu/opmanual. Any unexpended fund balance in a faculty development account at the close of the fiscal year on August 31 may not be carried forward to the subsequent year.

Reports

Each faculty member receiving funding for faculty development and enrichment will conduct a seminar for departmental faculty and others interested in the topic upon request by the department head or dean of the college in order to stimulate teaching and intellectual interests.

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 office of sponsored projects by **Friday, October 1, 2010**. Faculty members who fail to submit the required report will not be eligible for subsequent funding under this program.