

Mansfield University Faculty Professional Development Committee (MU FPDC)

Guidelines and Policies

This document is designed to provide a summary of the guidelines and policies established by the MU FPDC to facilitate the awarding of monies to support the professional development of both faculty and students.

Defining Professional Development: Professional development involves the acquisition of knowledge and/or development of skills related to some aspect of the faculty member's professional responsibilities. The learning may involve increasing knowledge in one's discipline or a related discipline or of the interrelationships among disciplines – or knowledge about how students learn, about issues facing colleagues in business or basic education or another professional field, or about national trends and issues in higher education. A faculty member may develop artistic skills, hone research skills, improve skills in organizing and integrating knowledge, develop pedagogical skills, sharpen performance skills, gain experience in using administrative skills related to teaching and scholarship, or learn how to use technology to enhance teaching and learning. The professional development lies in the learning that occurs in carrying out the project and the relevance of that learning to the faculty member's ongoing growth and development as a professional teacher-scholar.

The MU Faculty Professional Development Committee. The MU FPDC is charged by the Provost to disburse funds available for faculty and student professional development and faculty-student research support. The committee is appointed by the Provost with APSCUF recommending one appointment. Committee members serve 3 year terms and may request a second 3 year term. The chair of the committee is elected by the committee membership. The committee is composed of 4 faculty members from different academic areas (natural sciences, humanities, fine arts, social sciences, professions, etc.), the director of the Office of Grants Development, and the Provost or Provost designee. In addition, support staff from the Provost's area will assist with managing the processing of applications and other organizational tasks.

Eligibility to Apply for Grants: Tenured, tenure-track, and temporary faculty are eligible to apply for MU FPDC funds. Undergraduate and graduate students in good academic standing are eligible to apply for funds under the appropriate categories. Applications for student funding must be submitted by the supervising faculty member.

Grant Categories

Faculty Conference Travel Support: This category offers funds to support faculty presenting at, participating in, or attending conferences in their professional field. The committee will consider requests from faculty who will be presenting invited papers, performances, or juried exhibitions; participating as an officer, panel chair, etc.; or attending. Faculty members may also submit travel expenses when they are accompanying students who will be presenting at a professional organization or competitive performance when these expenses cannot be otherwise covered by university funds. Applications **must** include a description of the activity, a copy of the letter of invitation or acceptance for a program or performance (if available), and estimated expenses. All other sources and amounts of funding applied for or granted should be indicated. Applications should include copies of programs identifying the presentation or activity if possible. Funds awarded will not be distributed until documentation of the accepted program, paper or activity has been received by the committee.

Student Conference Travel Support: This category offers funds to support students presenting at, participating in, or attending conferences in their educational field. The committee will consider requests from students who will be presenting invited papers, performances, or juried exhibitions; participating as an officer, panel chair, etc.; or attending. Applications **must** be submitted by the supervising faculty

member and include a description of the activity, a copy of the letter of invitation or acceptance for a program or performance (if available), estimated expenses, a student vita or resume. All other sources and amounts of funding applied for or granted should be indicated. Applications **must** include copies of programs identifying the presentation or activity if possible, and a **current student vita or resume**. Funds awarded will not be distributed until documentation of the accepted program, paper or activity has been received by the committee.

Faculty Research: These awards are intended to support projects including, but not limited to, support for original research or scholarship that contributes to the existing body of knowledge in the chosen field and which has the potential to lead to performance, presentation, or publication. The purpose of this support is to allow the applicant to purchase supplies, materials and or software, or to conduct preliminary work and preparation of materials for an application for external funding for further research. **Support for faculty stipends or salary is not provided.** Project applications must be related to the faculty member's professional development goals, must address the benefits of the activity in terms of institutional goals and must provide for the expansion of knowledge in the faculty member's field of expertise. The proposal may address the faculty member's need to remain current in respective field(s), and may address the faculty member's professional needs in the area of teaching improvement. **A one-page vita of relevant research, grants, or experiences is required and should be attached to the grant application.** Applications for research involving the use of human or animal subjects must include approval from the relevant MU review board (IRB and IACUC, respectively) before funding is distributed to the faculty member.

Faculty-Student Research: These awards are intended to provide the student and the participating faculty member an opportunity to carry out a joint research activity. The faculty member and student may apply for this support for activity during the semester following the application deadline. Funds may be used for student stipends and/or the purchase of equipment, supplies and materials. **Support for faculty stipends or salary is not provided.** The proposal must address the benefits expected to both the faculty member and the student researcher. If a student fails to complete the project, the faculty member is expected to make a "good faith" effort to find another student researcher and will be expected to complete the project or return the funds awarded. **A one-page faculty vita of relevant research, grants, or experiences is required as well as a current student vita or resume for each student identified in the grant application.** These should be attached to the grant application. Applications for research involving the use of human or animal subjects must include approval from the relevant MU review board (IRB and IACUC, respectively) before funding is distributed to the faculty member.

Curriculum, Instructional, or Assessment projects: These awards are intended to promote and support opportunities for faculty to explore innovative or alternative instructional methods (including effective use of technology); revise curricula; or develop assessment strategies intended to strengthen teaching and learning. Development of a course/courses or academic programs that incorporate community service and the principles of service learning is encouraged. Such courses should engage students in responsible, challenging service and provide structured opportunities for analysis of and reflection on the service experience and the larger context of service in a democratic society. **A one-page faculty vita of relevant research, grants, or experiences is required and should be attached to the application.** Applications for projects involving the use of human or animal subjects must include approval from the relevant MU review board (IRB and IACUC, respectively) before funding is distributed to the faculty member.

Joint Faculty-Student Public Service: These awards are intended to promote and support faculty and student involvement in public service. Projects are expected to result in significant service to external organizations, non-profit agencies, or target groups within the community or region. In addition, there should be an expectation of student and faculty growth in understanding community needs and the ways that participants can help meet those needs. The proposal must address the benefits expected to both

the faculty member and the student(s) participating in the project. If a student (or group of students) fails to complete the project, the faculty member is expected to make a “good faith” effort to find another student(s) and will be expected to complete the project or return the funds awarded. Applications for projects involving the use of human or animal subjects must include approval from the relevant MU review board (IRB and IACUC, respectively) before funding is distributed to the faculty member.

Funding Periods & Application Deadlines:

Funded activities must occur during the dates noted for each award period. The committee will meet within 2 weeks of the application deadline to determine awards and all applicants will receive written notice as to the decision of the committee within 10 days of the awards meeting. **Questions regarding the committee’s actions or decisions should be directed to the committee chairperson.** Do not direct your questions or concerns to the Provost’s staff or director of the Grants Development Office.

| Activity Period | Application Deadline |
|------------------------|-----------------------------|
| January 1 – June 30 | December 1 |
| July 1 – December 31 | April 15 |

Late Policy: Applications submitted after the deadline will not be considered.

Change in use of funds: Awards are given to faculty *only* for the project/conference as specified in the application. Proposed changes in the use of awarded monies must be made in writing and submitted to the chair of the FPDC no later than 3 weeks prior to the expected use of the money. The faculty member will be notified by the chair as to the decision of the committee regarding the requested change.

Failure to use funds: Any money not used for the project/conference will be returned to the account from which it was generated. If for some reason the project/conference was not completed, the funds will be returned to the account from which they were generated. Faculty members are expected to instruct their department’s secretary to return the funds.

Award Amount Limits

The amount of money available varies from year to year depending on the resources provided by the Provost and the MU Foundation. We provide these guidelines in order to help faculty plan their professional development applications. The following maximum funding limits are assuming past practice and funding resources – they may vary from period to period and year to year. These amounts may vary considerably based on number of applications and funds available.

- The maximum amount allowed per faculty member per grant period is typically around \$800.00 - \$2,000.00.
- The maximum amount allowed per faculty member per year is typically around \$1,500.00 - \$2,000.00.
- New tenure-track professors will typically be allowed up to \$2,000.00 for applications submitted during their first 2 years of teaching.
- The maximum amount that an individual faculty member can request for student conference travel support will typically be \$1600 per year. A faculty member could request support for a single student for up to \$1600 or two students for \$800 each, or three for \$530 each, four for \$400, etc. Funds awarded to students for travel or research will not count against the limits for that faculty member’s own travel or research.

Specific category limits are below:

- Conference travel (faculty)
 - \$800.00 per conference **or** per grant period, if participating at the conference
 - \$400.00 per conference if attending but not participating
- Research (faculty or faculty-student)
 - \$2,000.00 per year per faculty or faculty-student application
- Curriculum, Instructional, or Assessment projects
 - \$1,000.00 per project per year

- Joint Faculty-Student Public Service
 - \$800.00 per project per year