

Faculty Scholarship Committee Guidelines

The Faculty Scholarship Committee exists to support faculty members in their pursuit of scholarly endeavors. The committee recommends worthy proposals to the Provost for funding. This document outlines the types of projects the committee supports and the guidelines involved in the process.

The Application Process

Proposal deadlines are 5:00 p.m. on September 15, November 15, February 15, and April 1. **Submit one copy of the proposal to the Office of the Provost before the deadline.** A proposal must include a memo to the Faculty Scholarship Committee briefly describing the project along with the Faculty Scholarship Proposal form documenting anticipated expenses. The department chair must also sign the proposal form. Applications should be specific about the purpose of the proposal and the type of grant sought.

The Faculty Scholarship Committee meets about one week after each of the four deadlines. Soon thereafter, the Office of the Provost will notify applicants of the disposition of their proposals. The committee encourages applicants to submit proposals as early as possible, yet recognizes that occasionally opportunities arise with short notice. In those unusual circumstances, applicants may apply to the committee explaining the situation, and, in consultation with the Provost, the committee may approve requests between deadlines. **The committee will not consider projects retroactively.**

Types of Grants

1. Travel to Conferences

Proposals under this program should ordinarily be used to supplement expenses for attending workshops, conferences, or professional meetings after the faculty member has exhausted the amount allocated to her/him in the departmental travel budget. The committee gives priority to faculty members who are making presentations or who have some other official role in the conference or in the sponsoring organization. Support to attend any of the above will normally be limited to **\$1,500** per person per fiscal year (July 1 - June 30), except for the priority cases mentioned, where a maximum of **\$2,000** per person per fiscal year can be used.

2. Research and Study Grants

According to Section A.XII.02. a of the Faculty Handbook, grants are awarded for

1. Work towards the completion of a degree
2. Improvement in teaching skills
3. Other projects related to the more successful fulfillment of faculty duties and responsibilities
4. Original research

The committee welcomes proposals that fall under these broad categories, including proposals for attendance at workshops that develop teaching skills, especially from those individuals without a history of Faculty Scholarship funding. Grants of this nature are normally limited to \$2500 per year. **A report of the work done with the grant is due at the end of the semester following the grant period and before any subsequent funding of this type will be awarded.**

3. Sabbatical Supplements

Supplements are available to support sabbatical leaves that require resources in excess of those available to a member of the faculty through other college grants and funds. This support is limited to a maximum of \$1,000 in expenses not covered by other funding sources. The faculty member's departmental travel allocation and other college funding should be expended prior to application for

supplemental support. **A report of work done with the grant is due on October 15 of the following academic year.**

Because the committee does not consider proposals retroactively, it is especially important that faculty members apply for sabbatical supplements early. For example, a faculty member planning a sabbatical starting in August should apply for funds in March or April of the previous academic year.

General Guidelines

Only faculty in continuing, academic teaching positions will be eligible for faculty Scholarship grants. Applicants may allocate a maximum of fifteen days at \$50 per day for meals, except in the case of banquets covered in the registration fee. ***Receipts must be turned in for meal reimbursement.***

For continuing projects, the maximum amount of initial funding for the second year is \$2500; the maximum amount of initial funding for the third year of a continuing project is \$1000. Any funding of continuing projects beyond these caps would be contingent upon the amount of money available at the end of the fiscal year.

The FSC does not fund salaries of any type. The committee may choose to defer requests for unusually large support until the last scheduled meeting. The committee will give special priority to requests for grants that are partially funded by outside agencies. Faculty are encouraged to apply for these opportunities.

The committee will not give priority to a project that has profit as its primary purpose. If the committee does fund a profit-making venture, the faculty member will be expected to return a part of the funds to the college.

All awards require documentation of expenses. A T&E Form must be completed. Receipts should be organized by trip or event and turned in within 7 days from end of trip. Receipts not turned in within 21 days of the end of trip or event will be ineligible for Faculty Scholarship Funds for the next fiscal year, lose privileges to travel, use of a college credit card or tax to the employee.