

Provost Fund for Faculty Professional Development Application for Teaching Professorship

FUNDING PRIORITIES:

Unlike the regular Faculty Development funds, these funds have been set aside by the Provost to accommodate faculty, staff or administrators who have an opportunity to either teach at a university overseas, or to explore the possibility of creating a “sister school” relationship with a foreign university for the benefit of SUU faculty and students.

DEFINITION:

Teaching Professorship refers to the opportunity of having SUU faculty teach at a university in another country for a short period of time (one semester or less), and with which SUU has a formal relationship as a “sister-school” offering faculty/student exchanges, visiting professorships, or other regular and ongoing programs. These proposals **DO NOT** need approval from the Study Abroad Committee. Regular 15% matches by the school or department **ARE REQUIRED** for these applications.

GRANT GUIDELINES FOR TEACHING PROFESSORSHIP:

1. *Proposals must be complete, incomplete proposals will not be reviewed by the committee.*
2. There must be strong endorsement from the dean and the department chair, indicating how it will benefit the department and college, how classes will be covered in the absence of the faculty member, etc.
3. There must be a budget breakdown on the form provided.
4. There is a maximum cap of \$3,000 per person per academic year which can be awarded for one faculty member for BOTH Faculty Development AND Teaching Professorship grants. If a faculty member has one project which will be funded over multiple years, the total award cannot exceed \$3,000 for that project.
5. If you are requesting funds to travel to a university to teach - you must include a copy of the letter of invitation, or any funds awarded will be subject to receipt of such letter.
6. The award of funds for a project is viewed as a contract between the faculty member and the Provost Faculty Development Committee. Any deviation from the proposed use of funds must be approved by the Committee.
7. Anyone receiving a grant must remain in the employment of SUU for at least one academic year after the grant is funded or return the full amount of the grant award.
8. A one page final report explaining the results or outcomes of the project is due 30 days after the end of the project or by June 30th of the current fiscal year, whichever comes first. This report should contain a brief outline of the project, a statement about the intended results, and how the project benefited the faculty member and teaching/learning.

Funding Items that are prohibited

1. Grants are not intended to fund faculty salaries. Funds may be used for staff/student salaries. Release time is allowable at the adjunct rate of \$700 per credit hour.
2. Retroactive travel will not be considered. Any exceptions will be considered on a case by case basis after proper documentation is received.

PROPOSAL REQUIREMENTS:

Proposals must be complete, incomplete proposals will not be reviewed by the committee

1. Cover sheet
2. Dean and Department Chair signatures and comments must be included.
3. Budget summary (budget breakdown on a separate sheet if needed.)
4. A maximum of a one-page narrative to address the items on the score sheet, 10 or 12 point font only, and no less than one inch margins.

FACULTY DEVELOPMENT GRANT TEACHING PROFESSORSHIP COVER SHEET

Name

E-Mail

Request for

Office Phone

Tenure Status

Office Location

Faculty Status

College

Department

Full Cost of Proposal

Amount requested from this fund

Abstract of the Funding request *(600 characters or less)*

SUU class directly benefited by this request and how:

Date of last Faculty Development Grant

Date of last grant from any source: *(list amount and source)*

Is this grant being used as matching funds for an external grant

Signature of applicant _____

Department Chair's Comments & Assessment: Department chairs should indicate their assessment of the proposal and how the proposed activity assists the faculty in his/her activities in teaching and scholarship. The department chair must articulate how the proposed activity supports the mission of the department. Please be objective in your analysis. Point out areas of weakness, uncertainty, or lack of relevance to your department. The committee relies on your objectivity to make its assessment.

Signature of department chair: _____

Amount of matching funds from Department: \$ _____ **Department Chair Initials:** _____

Dean's Comments & Assessment: Deans should indicate their assessment of the proposal and how the proposed activity assists the college in achieving enhancement in teaching and scholarship. Please be objective in your analysis. Point out areas of weakness, uncertainty, or lack of relevance to your college. The committee relies on your objectivity to make its assessment.

Signature of dean : _____

Amount of matching funds from Dean \$ _____ **Dean Initials:** _____

Check list for Deans

- ___ Proposal is a benefit to the department or university
- ___ There are at least 15% matching funds (15% match of the total funds)
- ___ There is a strong endorsement for this project from the Dean
- ___ The proposal is complete and well written
- ___ The proposal meets department criteria/need
- ___ Enhances teaching/learning/scholarship
- ___ Objectives are clear and obtainable
- ___ Dissemination opportunities within college/department
- ___ Project consistent with mission and teaching assignment
- ___ Release time is approved if applicable

BUDGET BREAKDOWN

Category	Total Funds	Matching Funds (15% minimum)	Funds Requested from Faculty Development Grant
Release Time <i>(at adjunct rate of \$700 per credit hour)</i>			
Materials & Supplies <i>(Provide an itemized statement on a separate sheet for the items needed)</i>			
Expense for Printing materials			
Airfare			
Travel Insurance**			
Car rental, taxis, shuttles, gas/mileage <i>(at \$.39 per mile)</i> <i>(Provide an itemized statement on a separate sheet for the items needed)</i>			
Food <i>(per diem is: \$7 Breakfast; \$11 lunch; \$18 dinner)</i> # of days			
Lodging # of nights			
Registration/Conference Fees			
TOTAL			

- The budget must be itemized in detail, including the cost of all activities. Be cost effective and include the sources for matching funds. **There is greater scoring potential for grants that have a 25% match** in funds of the amount requested from the Provost Fund.
- Matching Funds includes actual cash awards, not gifts in kind or In-Kind Trades. Only actual cash awards will be used to calculate the 15 % minimum.
- **Indicate the source** of the matching funds as well as the amount (if the support comes from a SUU account please indicate the Banner Index).
- Personal Funds or related matches will not be counted. The match must come from an external source that is not financially affiliated with the applicant.

**Insurance to cover the cost of international travel is now required. This can be done either through the individual airlines, or through Insuremytrip.com. This insurance is designed to cover the applicant in the event of cancellation due to illness or some other event, and protects both the faculty member and the faculty development fund from risk of loss.

Travel Narrative for Teaching Professorships

For **Travel Proposals** answer the following questions

(Applicants may add a separate statement of explanation if needed)

Name of University being visited:	Dates of Travel:
Have you been accepted to lecture/present? <i>(if yes provide evidence)</i>	Title of Presentation, Lecture or Event

How is the Topic of your presentation related to your professional duties as an instructor and/or scholar?

(150 characters or less)

SUU class directly benefited by this request and how:

(150 characters or less)

For any car rental, budget line items in 150 characters or less, must justify that expense rather than using the hotel courtesy transportation or other forms of transportation.

International Teaching Professorships Score Sheet (Total points allotted =100) FOR COMMITTEE USE—PLEASE DO NOT SCORE YOUR OWN APPLICATION	
Background and significance of Project and support from the Study Abroad Committee	50 points
I. Project Description and Objectives. Clearly state how the project will enhance teaching/learning/scholarship. Expected tangible/intangible results (include the expected long lasting benefits to SUU)	20 points
II. Budget and budget justification (10 points will be added here for a 20% or greater match)	30 points
III. Methods Work plan and schedule. Procedures/activities for achieving objectives are clearly described. Timetable for project phases and project completion. (Must be completed by June 30, 2005)	10 points
IV. Evaluation and Dissemination Specify what SUU class will benefit from the project. Indicate how the results/findings of the proposed activity/project/travel will be disseminated to others.	10 points