

2011-2012 Faculty Development Handbook

Andrew W. Mellon Center for Faculty and Curriculum Development
LL Stevenson Hall

2011-2012 Master Calendar of Deadlines

**The deadline for all proposals is 4:30 p.m. at the Mellon Center.
Late or incomplete proposals will not be considered.**

| | |
|---------------------------|---|
| September 6, 2011 | ASD and CD grant applications due in Mellon Center (first review period) |
| September 20, 2011 | First round of ID grant applications due in Mellon Center. (Normal deadlines are the 20 th of each month (or the first weekday thereafter) from September through March of each academic year. |
| October 14, 2011 | Sabbatical Leave, Junior Faculty Leave and Senior Faculty Course Release applications for 2011-2012 (for leaves which will occur in 2012-2013) due to applicant's supervisor |
| November 1, 2011 | <p>Sabbatical Leave, Junior Faculty Leave and Senior Faculty Course Release applications for 2011-2012 (for leaves which will occur in 2012-2013) due in Mellon Center.</p> <p>Reports on all ASD grants received or leaves taken in 2010-2011 due in the office of the Associate Dean of the Faculty. (NOTE: If a grant is still in progress as of November 1, applicants should submit a progress report.)</p> <p>Post-tenure Review Resource Request forms due in the office of the Associate Dean of the Faculty from individuals selected in 2010-2011.</p> |
| December 5, 2011 | ASD and CD grant applications due in Mellon Center (second review period) |
| March 19, 2012 | ASD and CD grant applications due in Mellon Center (third review period) |
| April 2, 2012 | <p>Notification of intent to apply for sabbatical leave (to be taken in 2013-2014) or intent to defer sabbatical leave due to applicant's supervisor.</p> <p>Summary Form from 2010-2011 PTR participants due in the offices of the Associate Dean of the Faculty, participant's department and Provost.</p> |
| May 1, 2012 | Notification of intent to apply for sabbatical leave (to be taken in 2013-2014) due in Provost's and Associate Dean of the Faculty's offices |
| July 13, 2012 | Last day to submit expense vouchers or reimbursement requests for payment from the 2011-12 fiscal year. |

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To: Faculty Colleagues

From: 2010-2011 FDC

We are pleased to present, in cooperation with the Mellon Center, the 2011-2012 *Faculty Development Handbook*. We believe that Illinois Wesleyan University's financial support of faculty through the programs listed herein is gratifying and a credit to the work we all do. While annual grant awards total well over \$100,000, excluding leave and regular travel programs, the high quality of faculty proposals heightens the competition for funds. We hope the following suggestions will be helpful in your preparation of grant and leave proposals.

- Every program requires that proposals be CLEAR and WELL-WRITTEN in non-technical terms; please address the committee as non-specialists in your field or sub-field. Consider having an academic colleague outside your field read a draft. The committee cannot evaluate proposals that it cannot understand.
- Some programs have deadlines spread throughout the academic year. Since competition for funds increases as the year progresses, and the possibility for partial funding correspondingly increases, FDC encourages you to apply early. Even if your ASD, CD, or ID grant application is for work you plan to conduct later in the academic year or in the summer, you can submit an application at an earlier deadline. Early submission also allows for resubmission should FDC not fund your proposal the first time.
- For the Junior Faculty Leave program, you should apply as early in your career as the guidelines permit, to allow for resubmission in subsequent years should FDC not select your proposal the first time.
- When required, a report on previous grants or leaves must be submitted to the Associate Dean of the Faculty. Whenever a grant or leave requires a report, you will not be eligible to apply for a second time unless this report is on file. The report is invaluable in explaining to members of our academic community and to others what you have accomplished with the funds.
- The Committee reserves the right to ignore incomplete applications as the responsibility for complete applications (including appropriate signatures and supporting letters) falls upon the applicant. Therefore, the committee strongly recommends that applicants plan ahead, leaving significant time in the application process to obtain signatures and supporting letters.
- Applicants should note that with regard to programs such as the US Department of Education Asian Studies Curriculum Development Grants, an FDC member or FDC members may be affiliated with the committees that oversee these funds, but FDC is not ultimately responsible for the allocation of these funds.

We encourage each and every member of the IWU faculty to think creatively about how these programs can provide money and/or time for continuing professional development and achievement. FDC welcomes your input regarding the continued enhancement of the IWU Faculty Development programs.

2010-2011 Grant and/or Leave Recipients

Artistic and Scholarly Development (ASD) Grants

| September | | |
|----------------------|------------------------------|---|
| Linda French | Physics | Rotation Periods of Small Jovian Trojan Asteroids |
| Jeungbo Shim | Business Administration | Copula Functions in Risk Measurement |
| Kathleen Montgomery | Political Science | Throwing the Bastards Out: A Comparison of Populist Politics in Hungary and Slovakia |
| December | | |
| Craig Broadbent | Economics | Hypothetical Bias in Choice Experiments: A Cheap Talk Approach |
| Meghan Burke | Sociology/Anthropology | Illinois TEA Party Members: What provokes and sustains involvement? |
| Carmela Ferradans | Hispanic Studies | Ana Rossetti: A Bilingual Anthology |
| Min-hyoung Kim | Political Science | Domestic Interests, Policy-making Structures, and National Preference Formation |
| Diego Mendez Carbajo | Economics | Public Expenditure on Culture in the United Kingdom: New Labor's Golden Age |
| Carolyn Nadeau | Hispanic Studies | Eating Out in Early Modern Spain: Food on the Road and at School |
| James Plath | English | Native Son: John UpDike's Pennsylvania Interviews |
| James Simeone | Political Science | Egalitarianism in American Political Development |
| Jason Themanson | Psychology | An Ongoing Examination of Neural Responses to Social Exclusion |
| Cesar Valverde | Hispanic Studies | Masculinity, sacrifice and nation in Mario Vargas Llosa's Death in the Andes |
| David Vayo | Music | Composition for Contrabassoon and Three String Basses |
| March | | |
| Melinda Baur | Chemistry | Amperometric Detection of Neurotransmitter Release from Taste Cells |
| Christopher Callahan | MCLL | THIBAUT DE CHAMPAGNE (1201-1253): Reims, Jérusalem, Rome et retour, |
| Mark Criley | Philosophy | Content Relativism and Creative Interpretation |
| Amit Ghosh | Economics | What is the extent of exchange rate flexibility in Latin America? An analysis across decades. |
| Tao Jin | Religion | With or Against the Flow of Samsara: the Evolution of Mind in the Awakening of Faith |
| Seung-Hwan Lee | Mathematics/Computer Science | Interval estimation for extreme value parameter with censored observation |
| Mignon Montpetit | Psychology | Successful Aging in Context: The Macroenvironment and Daily Lived Experience |

| | | |
|---|------------------------------|---|
| Elisabeta Pana, David Willis, Sascha Vitzthum | Business Administration | Internet Delivery Channel and Credit Union Performance |
| Andrew Shallue | Mathematics/Computer Science | Constructing a Carmichael Number with a billion prime factors |
| Dani Snyder Young | Theater | Masculine Identity Construction in Live Action Role Play |

Curriculum Development (CD) Grants

| September | | |
|-------------------------------------|--------------------------------|---|
| Craig Broadbent | Economics | ECON 370 - Experimental Economics |
| Mario Pelusi | Music | An Introduction to Twelve Tone and Serial Music |
| December | | |
| Sonja Fritzsche | MCLL | IS 270 - When the Walls Came Tumbling Down |
| Linda Farquharson | Music | HUM 103 - World of Ideas: The Early Modern Era* |
| Kelly Huo | MCLL | LC 170 - Contemporary Chinese Culture* |
| Abigail Jahiel | Political Science | ENST/PSCI 262 - Changing Landscapes, Changing Tides: Asian Development and Transboundary Environmental Impacts* |
| Min-hyung Kim | Political Science | PSCI 370- East Asian Security and Political Economy* |
| Adrian Ponce Brian Russell | Music | MUS 375- World Music and MUS 333 – Teaching Secondary School Music |
| April | | |
| Bruno deHarak | Physics | PHYS 308 - Scientific Imaging |
| Linda French | Physics | PHYS 210 Conception of the Cosmos |
| William Jaeckle | Biology | BIOL 375 - Experimental Biology of Planktonic Invertebrates |
| Kathleen O'Gorman | English | GW 100 - What is Poetry For? |
| Kevin Sullivan | Religion | REL 321 - Angels and Demons in Biblical Literature |
| Susan Swanlund Brenda Lessen | Nursing | NURS 400 Nursing in Complex Situations NURS 430 Maternal and Newborn Nursing |
| Michael Theune | English | ENGL 101 - Introduction to Creative Writing |
| James Simeone | Political Science | PSCI 104 - Multiculturalism and Its Critics* |
| Mark Criley | Philosophy | Phil 270 - What is Law?*** |
| April Schultz | History | HIST 249 - Revolutions in Childhood and Family in American Life** |
| Joanne Diaz Marcia Thomas | English The Ames Library | ENGL 280 - Practical Criticism** |
| Linda Kunce Stephanie Davis-Kahl | Psychology The Ames Library | PSYC 335 - Counseling and Psychotherapy** |
| Carmela Ferradans | Hispanic Studies | Teaching Portfolio** |
| Dani Snyder Young | Theater | Teaching Portfolio** |

* Funding provided by US Department of Education Asian Studies Grant

**Funding provided by Mellon Foundation Writing Grant

ARC Associates Awards

| | | |
|----------------------|------------|-----------------|
| Linda Kunce | Psychology | ARC Associates+ |
| Diego Mendez Carbajo | Economics | ARC Associates+ |
| Mignon Montpetit | Psychology | ARC Associates+ |

+ Funding provided by Associate Dean of Curriculum and Action Research Center

Junior Faculty Leave

| | |
|--------------|-------------------------|
| Melinda Baur | Chemistry |
| Edgar Lehr | Biology |
| Jeungbo Shim | Business Administration |

Sabbatical Leave

| | |
|----------------------|-------------------------|
| Stephanie Davis-Kahl | The Ames Library |
| Lynn DeVore | English |
| Ana Floriani | Educational Studies |
| Robert Leekley | Economics |
| Thomas Lutze | History |
| Kathleen Montgomery | Political Science |
| Elisabeta Pana | Business Administration |
| Mauricio Parra | Hispanic Studies |
| James Plath | English |
| Greg Shaw | Political Science |
| William West | Music |

Senior Faculty Research Program

| | |
|----------------|------------------|
| Carolyn Nadeau | Hispanic Studies |
| David Vayo | Music |

Overview

This *Handbook* is designed to provide information about the faculty and curriculum development support available at Illinois Wesleyan University. The programs described here are classified as standard professional travel, grant, course release, leave and post-tenure review programs. While, in general, all the programs described have as a goal the continued development of the individual faculty member and of IWU's curricular programs, different programs have different areas of emphasis.

Some grant programs focus on providing for expenses related to research or scholarly and artistic activity, including direct stipends to faculty and wages for student research assistants, while others support curriculum development. During academic year 2010-2011 \$83,378 was awarded by the University to support faculty Artistic/Scholarly Development (ASD) grants and \$ 28,000 for Curriculum Development (CD) grants

A variety of leave and course release programs is also available, the most common of which is the sabbatical leave program. The eligibility requirements vary among these programs in an effort to address the needs of both junior and senior faculty. Finally, this *Handbook* outlines procedures for those participating in IWU's developmental Post-tenure Review Program.

Members of the Faculty Development Committee (FDC) are involved in evaluating almost all internal grant and leave proposals. To avoid a conflict of interest, an FDC member who has submitted a grant or leave proposal or who has written an evaluative letter for a colleague's proposal must excuse him/herself during the committee's deliberations on that proposal. In addition, although FDC is responsible for general oversight of policies governing the Post-tenure Review Program, it is not involved as a Committee with individual reviews. All grant and leave programs, including the Post-tenure Review Program, are administered through the office of the Associate Dean of the Faculty in the Andrew W. Mellon Center for Faculty and Curriculum Development.

Mellon Center Mission Statement

The purpose of the Andrew W. Mellon Center for Faculty and Curriculum Development (The Mellon Center) is to provide the facilities, programs, and resources necessary to support the Illinois Wesleyan faculty's work as teachers, scholars, and curriculum developers. Operating independently, apart from any evaluation system, the Center promotes self-reflection and the sharing of views and experiences among faculty, particularly on the theory and practice of teaching, course development, and academic program design. The Center seeks to achieve its purpose by providing a variety of services and programs, including teaching, pedagogy, and course development seminars, featuring leaders from on- and off-campus. In addition, the Mellon Center provides the following resources:

Financial Support

- annual, noncompetitive travel and expense funds for full-time faculty to attend professional meetings or do field research
- course, program, and instructional development grants for individual faculty members and groups of faculty

- grants for individuals' artistic and scholarly development projects leading to publication, exhibition, or performance
- travel support for faculty attending and participating in selected national or regional conferences related to teaching or scholarly research.
- support for faculty members participating in post-tenure review projects
- support for faculty reading groups

Communication

- informal lunch discussions of classroom practice and experiences
- formal and informal orientation programs for first-, second-, and third-year faculty
- support for faculty interested in incorporating technology into their coursework
- a Website with information on the Center's activities and programs (<http://www.iwu.edu/melloncenter>)

Information Resources

- sources of information on issues, initiatives, and trends related to college teaching and the undergraduate curriculum nationally
- a repository for syllabi and sample assignments for Gateway and May Term courses
- a library of books, monographs, newsletters, films, and periodicals on teaching and curriculum development, housed in the Faculty Reading Room in the Ames Library.

Other

- other programs or services responsive to faculty needs and requests

The Center's activities are coordinated by the Associate Dean of the Faculty and the Associate Dean of Curriculum. As Director of the Mellon Center, the Associate Dean of Faculty, cooperating with the Provost and the Director of Development for Sponsored Programs and Foundation Relations, is also responsible for actively seeking external funding support to enhance the Center's resources.

Standard Professional Travel and Expense Opportunities

Standard Allotments and Supplements

IWU offers partial support during the academic year for expenses related to professional development or achievement, and this budget, with the exceptions noted below, is administered through the Mellon Center. \$158,657 was expended through this program in 2010-2011. The Provost and the Associate Dean of the Faculty, in consultation with the Faculty Development Committee, determine the standard amounts for which a full-time faculty member may be reimbursed for various activities, as well as maximum amounts for automobile mileage, lodging, and meals. In 2011-12, these funds can be drawn upon from August 1, 2011, through **July 13, 2012**, and the following limits apply:

- \$600 standard allotment to a tenure-line faculty member for professional development activities requiring travel (i.e., field research, travel to a conference, and so forth) or for membership in a professional society.
- \$650 standard supplement to a tenure-line faculty member for formal participation at a domestic conference, performance or exhibition in a professional venue, or attendance at a conference at which he/she has a leadership role in the sponsoring organization, **OR** a \$1050 standard supplement to a tenure-line faculty member for formal participation at an international conference, performance or exhibition in a professional venue, or attendance at an international conference at which he/she has a leadership role in the sponsoring organization.
- \$400 standard allotment for a full-time visiting faculty member.
- \$200 standard supplement for a full-time visiting faculty member for formal participation at a conference, performance or exhibition in a professional venue, or attendance at a conference at which he/she has a leadership role in the sponsoring organization.

Expense Restrictions and Limitations

Full-time faculty members may charge **no more than two professional memberships** against their standard allotment each year.

Additional limits on specific expense items apply:

- 55.5 cents per mile for automobile travel (charged against a faculty member's professional travel allotment whether by personal or University automobile). Since rate is based on IRS guidelines, it is subject to change in mid-year.
- \$65 for food
- \$225 per day for hotel

To accommodate the University's end-of-fiscal-year accounting requirements, no expenses can be paid from the standard professional development budget after **July 13, 2012**. Faculty members should submit their documented requests for reimbursement (see below) to the Mellon Center no later than that date. University policy permits reimbursement for mileage, airfare, or other transportation; meals; conference registration; and lodging. Procedures for using remaining funds for travel or expenses that will occur after July 13 are described in subsequent sections.

Travel and State Department Advisories

The scholarly interests of some faculty members occasionally require travel to countries on the U.S. State Department's Warning List. That list is available at:

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Faculty should contact the Associate Dean of the Faculty regarding the possibility of university-funded travel to these countries.

Departmental Professional Travel and Expense Funds

In 2011-2012, FDC has again recommended that each department be allocated \$200 per *occupied* tenure line to support faculty travel expense requests beyond the standard allotment and supplement. Until **April 2, 2012**, department chairs, in consultation with department members, may award these funds to augment standard allotments and supplements according to their professional judgment about uses that will make the strongest contribution to departmental goals for faculty development. *These departmental funds may be awarded only to members of the tenure-line faculty.*

Funds **neither used nor committed for a specific purpose by April 2, 2012**, will return to the general pool for the remainder of the academic year. Tenure-line faculty should consult their department chairs early in the academic year to discuss whether some of their travel or professional membership needs might be accommodated from the department's pool.

Other Sources of Professional Travel Support

Many of the competitive faculty and curriculum development grants described elsewhere in this *Handbook* provide additional opportunities for faculty members to obtain support for travel beyond the standard and departmental allotments. Faculty are encouraged to consider how they can combine travel to conferences with travel for research, creative work, and/or course development in order to optimize support for their work. The Associate Dean of the Faculty is always happy to discuss ways colleagues can make the best uses of the funds for which they are eligible to apply.

Requesting Professional Travel Funds

Faculty Travel Request forms are available from department offices or from the Mellon Center. All requests must have department head/supervisor's signature.

- Requesting the Standard Allotment/Supplement

Full-time faculty requesting to use some or all of their standard allotment and supplement should submit a Faculty Travel Request form to the Associate Dean of Faculty **prior to traveling** (see sample form on p. 11). As stated in the *Faculty Handbook (Chap V, p26)*, reimbursement for travel that was not pre-approved will only take place if a surplus remains in the travel budget at the end of the fiscal year.

- Requesting Funds Beyond the Standard Allotment

Tenure-line faculty members seeking travel support beyond the standard allotment and supplement should consult their department chair about using funds from the departmental pool.

- Requesting Funds Across Fiscal Years

With careful advance planning and prior consultation with the Associate Dean of the Faculty, faculty members may apply some or all of their standard allotment in one academic year toward anticipated expenses in the next year. To qualify, anticipated expenses must be such that they can be paid in cash from the budget for the current academic year--for example, air travel that can be booked and paid for in May for a trip that will not occur until September.

Claiming Expenses

IWU Expense Vouchers are available in departments, from the Business Office, the Mellon Center, or online at <http://www.iwu.edu/bus/Documents/WeeklyExpenseVoucher.pdf>

Faculty members should file IWU Expense Vouchers in the Mellon Center **as soon as** they return from professional travel. For auditing purposes, all expenses (except automobile mileage and daily expenses under \$25.00) must be documented with receipts, vouchers, or similar statements. Normally, expense forms are processed by the Mellon Center within 3 to 5 days and reimbursement checks are available in the Business Office within 7 to 10 days. Any delay beyond that time is usually because the traveler has not submitted appropriate receipts; for their benefit, therefore, faculty should take extra care to submit complete documentation.

Other Travel

Administrative Travel

In addition to funding the professional development of individual faculty members, the University also supports faculty who must travel for administrative purposes. The Provost presides over all administrative travel funds, including those for new faculty recruitment, program development, or exploration of designated institutional interests. Faculty traveling for these purposes must obtain prior authorization from the Provost's office (x 3101 or provost@iwu.edu). Budgets designated for these purposes are entirely separate from the budgets for individual professional development described in detail in this Handbook.

Support for Student Travel for Scholarship, Presentation or Performance

IWU also offers modest travel support for students whose research or creative work requires travel or who are presenting their work off-campus at conferences or in other significant venues such as public concerts or galleries

For 2011-2012 the Faculty Development Committee has recommended the following guidelines: Support is limited to Junior or Senior students with well-defined research/artistic programs that are supervised by members of the faculty. The budget pool is \$6,000, with an annual per-faculty limit of \$1,000. Funding limits per student are up to \$200 for travel within a 250-mile radius of Bloomington-Normal or up to \$400 for travel outside the 250 mile radius. This system enables a faculty member to support the travel of five students at \$200 each, or, for example, ten at \$100 each (if enough students qualify and are working collaboratively with the Professor), or two students at \$400 each for travel outside our area, or other such variations. The Provost will consider requests for higher amounts per student (provided the annual per-faculty limit is not exceeded) on a case-

by-case basis; relevant factors will include the distance from IWU to the destination, the length of the proposed stay, and how expensive an area the student will be visiting.

Student Travel Request forms can be obtained from the Provost's Office. The student is required to fill out the form in its entirety, attaching a brief description of the research or creative activity requiring travel. If a student will be presenting scholarly or artistic work, she or he must also provide a description of the event and a copy of the program in which her or his conference session, performance or exhibition appears. The student must also submit, if available, a copy of the acceptance letter from the event organizer. The form and its attachments should then be given to the faculty sponsor for approval, who will forward them to the Provost's Office with the faculty sponsor's brief letter of support.

Upon return, funds can be claimed by completing an IWU expense voucher and submitting it to the Provost's Office. Expense vouchers can be downloaded at http://www2.iwu.edu/bus/accountspay/Accounts_Forms.shtml.

University policy permits reimbursement for mileage, airfare, or other transportation; meals; conference registration; and lodging.

Faculty Travel Request

Must be approved prior to travel

Return this form to the Office of the Associate Dean of the Faculty
Lower Level Stevenson Hall

Name _____ Date of Request _____

Purpose of Trip _____

Date(s) of Travel _____

Destination _____

(Attach a brief description of the conference and your role in it, including a copy of the information on the session in which you are participating or a participation acceptance letter if available)

Are You:

_____ on the program

And/or

_____ an officer of the sponsoring group

Provisions for Classes that will be missed: _____

Estimated Total Cost of Trip _____

Will this trip be supported with funds from the departmental allocations? _____ Yes _____ No

If yes, how much departmental support will be provided? _____

(For details relating to travel reimbursement policies, rates, or procedures, please see the Faculty Development Handbook.)

_____ Check here if you are not requesting University funds (e.g., have already used all faculty travel funds or trip is sponsored by external funding).

Annual Allotment Expended to Date: _____

Department Head's Approval _____

*(All travel request forms must have signature of department head/supervisor.
Signature also implies commitment of departmental allocation if indicated above.)*

DO NOT WRITE BELOW THIS LINE

Action by Associate Dean of the Faculty

Travel Approved _____ Reimbursement up to \$ _____

Signed: _____ Date _____

STUDENT TRAVEL REQUEST
FOR CONFERENCE PARTICIPATION, PERFORMANCE, OR EXHIBITION
Must be approved prior to travel. Return this form to the Provost's Office, 202 Holmes Hall

Name: _____ Date of Request: _____

Address: _____ Junior _____ Senior _____

Destination of Proposed Travel _____ Mileage from IWU _____

Indicate purpose of travel (conference, performance, or exhibition venue and location) Dates of Proposed Travel:

Are you receiving other funds to support this trip? If so, please describe the source and amount of funding you are receiving. _____

Anticipated Travel Expenses:

Transportation: (airfare, train fare, etc.) _____
 Ground Transportation (e.g. taxi) _____
 Lodging _____
 Meals _____
 Conference Registration _____
 Other (please describe) _____
TOTAL _____

Faculty Sponsor – Amount of support you are recommending for this student: _____

Faculty Sponsor Approval _____

Please attach a brief description of the program and your role in it, including a copy of the information on the session in which you are participating, or a participation acceptance letter if possible.

Action by the Provost and Dean of the Faculty

Travel Amount Approved _____ Account to be charged # _____

Signed _____
Provost and Dean of the Faculty

Reimbursement Process:

- Submit travel receipts to department support staff
- Fill out a travel expense voucher including your IWU ID#
- Submit travel voucher and receipts to the Provost Office with a copy of the approved travel request

Expense Voucher Authorized: Amount \$ _____ Date paid: _____

Artistic and Scholarly Development (ASD) Grants

General Program Description

The ASD program assists the enrichment and renewal of individual faculty members by supporting a professionally significant artistic or scholarly activity. Grants are awarded on a competitive basis. ***A qualifying artistic/scholarly endeavor must be intimately and directly tied to some planned end product (e.g., an article, a performance) in an area of the faculty member's professional competence.*** The Faculty Development Committee (FDC) strongly encourages faculty from all disciplines to apply.

Program Parameters, Eligibility and Priority

- The maximum grant award is \$3,500 for an individual or \$5500.00 for a joint proposal from two or more faculty members; **only one ASD grant per eligible faculty member per year will be awarded.**
- A detailed budget is required at the end of the proposal, and expenses, except for faculty summer stipends, must be documented after completion of the activities. Reimbursement requests should correspond closely to the budget submitted with the proposal.
- Proposals to support attendance or participation of faculty in professional meetings (e.g. giving papers, presiding over sessions, etc.) are not eligible for funding by the Artistic/Scholarly Development Program except when conference participation is crucial to achieving the end product stated in your proposal. Funding for routine participation in meetings is available through the standard professional travel and expense fund administered by the Associate Dean of the Faculty and is described earlier in this Handbook
- Awards are intended to cover expenses to be incurred during the current fiscal year (which ends July 31); anticipated difficulties in meeting the **July 13, 2012** deadline to submit receipts for reimbursement should be discussed with Jenny Hand (jhand@iwu.edu or x3760). It may be possible in some cases to extend the period during which grant funds can be spent to 18 months.
- Grants cannot be used to cover expenses for research undertaken in fulfillment of degree requirements.
- Except as noted here, all tenured and tenure-line faculty are eligible for an ASD grant. Because their scholarly and artistic energies should be devoted to completion of their graduate training, faculty who have not yet completed the appropriate terminal degree required for appointment to the rank of Assistant Professor or higher are *not* eligible for ASD funding.

Criteria for Evaluation of ASD Grants

The Faculty Development Committee will review and recommend those projects judged to be most meritorious for full or partial funding depending on availability of funds. The proposal should be skillfully written, with the following criteria in mind:

- Proposals should be comprehensible to the non-specialist so as to allow FDC members to assess the quality, significance, and feasibility of the project.
- Applicants should emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to the scholarly/artistic community.

- Technical or highly discipline-specific content and references, if any, should be included in an appendix or footnotes.
- A qualifying artistic/scholarly endeavor must be intimately and directly tied to some planned end product. A clear end product such as a journal article, a book chapter in an edited volume, a presentation at a conference or a performance must be identified. NOTE: FDC recognizes that often research projects continue over the course of several years. While FDC will consider continuing research projects as new goals and directions emerge, continued funding for a project with the same end product will not be provided.
- How significant are the project and the specified end product to the applicant's artistic or scholarly achievement?
- How does the project contribute to the applicant's field?
- Is the proposal clear and well written? Is the methodology clear?
- Does the applicant have a record of completing previously funded projects?
- Will significant progress be made toward achieving the goals outlined in the proposal grant period?
- Did the applicant provide a budget and a careful explanation of its details?
- Although FDC recognizes a relationship between scholarship/artistic development and teaching, ASD grants are not intended to support projects to enhance curriculum or pedagogy. (See guidelines for Curriculum Development grants, p 20.)

Application Procedures and Timetable

The submitted proposal should supply the following, in the order listed below, with the **Major Sections and Sub-Sections** labeled. Use Times or Times Roman Font, 12 Point, single space and a 1" margin on all sides. All pages excluding cover page and budget page must be numbered consecutively. Please follow this format closely. Proposals that do not adhere to this format may be returned without review.

1. **Cover Page:** Please use the one-page cover provided (see ASD Grant Application form at the end of this section).
2. **Summary of Project:** In addition to including this in your proposal, please *also* email Jenny Hand (jhand@iwu.edu) a summary (150 words or less) of your project suitable for dissemination to the Board of Trustees and the general public. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, goals and end product of your project in this summary. The summary should be emailed on or before the ASD grant deadline.
3. **Summary of your previous ASD grants** (if applicable; list up to last *three* ASD grants). For each grant, please give (a) title, (b) date and amount of the award and (c) end product achieved (presentation, publication or performance). For only your most recent ASD grant, in addition to the above information, summarize (100 words or less) what you accomplished with this

grant. If your present proposal is a continuation of a previously funded ASD proposal, describe how the proposed end product is different from that previously proposed. A report on each grant you have received must also be on file in the Mellon Center. FDC will not consider your present proposal if previous ASD grant reports are not on file.

4. **Narrative:** This section of the proposal should *not* exceed 5 pages in length. It should be divided into the following sub-sections:
 - A. The end product of the project
 - B. Significance of the project. The significance section should discuss:
 - The nature of the problem to be examined
 - The methodology to be used
 - Artistic or scholarly context (or debate) applicant is addressing
 - Its importance for the applicant's professional development
 - The contribution the individual expects to make with the work
 - Ways in which the ASD grant will have a major impact on the applicant's professional development as a scholar or artist.
 - C. A justification for expenses that correspond to items requested on the application budget page
 - D. Proposed timetable for completion of the end product
 - E. For projects requesting student assistants, applicants should address the following questions:
 - What precisely are the students going to do, and why is the students' work important for completion of the project?
 - Will the students receive academic credit for this or for closely related work? If so, justify the need to pay them in addition to their receiving credit.
 - Will you be available on campus to supervise the student(s)? If not, please describe what arrangements will be made to ensure that the student(s) is/are supervised during the course of the project.
5. **A Brief Vita:** Please include a current vita *not to* exceed 2 pages. Include your educational background, professional positions held, publications, presentations at professional meetings, awards and honors.
6. **Proposed Budget:** Complete the budget sheet provided at the end of this section. Budget requests should have been explicitly justified in the narrative to show relevance of each item to the proposed project. Include all expenses that are anticipated for the project, even if the total exceeds the maximum ASD grant allowable (\$3500.00 for an individual, \$5500.00 for two or more faculty applying jointly).

Allowable expenses fall into the following categories:

(i) **Equipment:** Please note that any equipment purchased with an Illinois Wesleyan grant, other than computers and peripherals, is the property of the University and must

revert to the University in the event that the recipient leaves the University.

(ii) **Supplies:** This category may include, for example, art supplies, books, film, computer software, chemicals, rental space for auditorium or art studio, and so forth.

(iii) **Travel Expenses:** Please indicate approximate airfare, train fare, or travel mileage by car. Car travel will be reimbursed at the same rate that applies to the standard professional travel allotment in a given year. For 2011-2012, the reimbursement rate is 55.5 cents per mile.

(iv) **Consultancy fees:** When hiring a consultant is crucial to the success of the project, for example the services of a statistician, please provide the name and qualifications of the consultant.

(v) **Living Expenses:** The maximum per-day reimbursements for food and hotel accommodations are the same as those that apply to the standard professional travel allotment in a given year. For 2011-2012 the maximum is \$65 for food and \$225 for hotel.

(vi) **Student Wages:** Calculate \$ 8.25 per hour for all work performed by students.

(vii) **Faculty Stipend:** Stipends may be requested for each faculty member participating in the project. ***No individual can receive more than \$2,000 in stipend support for a given project.*** Stipends are considered taxable income and will be subject to withholding.

7. All research involving the use of animals or human subjects must receive approval from the proper institutional review committee. FDC must receive notification of approval before funds will be distributed, although awards may be announced provisionally, pending the completion of the approval process.

See the *IWU Faculty Handbook* (available at <http://www.iwu.edu/provost>) for details on policies governing the use of animals or human subjects. Approval forms for submitting projects involving animals or human subjects may be obtained from your division or department office or from the office of Associate Provost for Academic Planning and Standards.

8. **To reduce the use of paper**, applicants should submit **one double-sided copy** of their completed applications and all supporting materials to the Associate Dean of the Faculty.

Complete applications (including electronic project summary) must be received by the deadline for submission. Incomplete or late proposals will not be reviewed.

Application deadlines:

First review period: **4:30 PM, September 6, 2011**

Second review period: **4:30 PM December 5, 2011**

Third review period: **4:30 PM March 19, 2012**

9. A faculty member who is awarded a grant must file a written report with the Associate Dean of the Faculty no later than November 1 (or the first weekday thereafter) of the following academic year; future funding eligibility is contingent on submission of this report. Although

there is no official form, the report should contain a summary of work accomplished suitable for publication and dissemination to faculty colleagues. Colleagues whose projects are still in process by the report deadline should submit an interim report.

Note: *Any publication arising from an IWU-funded project should carry the appropriate recognition of this support, e.g.: "This research was supported by an Illinois Wesleyan University grant awarded to <applicant's name> ." A copy of the reprint should be forwarded to the Associate Dean of the Faculty.*

NOTE: *Sample grant and leave proposals, where available, are available from the Mellon Center. Please contact Jenny Hand, jhand@iwu.edu, or X3760.*

2011-2012 ASD Grant Application

Name(s) _____

Department(s) or School(s) _____

Title of Project _____

Amount Requested _____ Your Email: _____

- Will you use human beings as experimental subjects? Yes No
If yes, please submit the appropriate approval notice.

- Will you use animals as experimental subjects? Yes No
If yes, please submit the appropriate approval notice.

- If your proposal is funded, would you be willing for the Mellon Center to use it as an
exemplary submission in the online *Handbook*? Yes No

Please complete the following checklist by placing a check mark against each item to insure that your application is complete. Incomplete and/or late applications will not be considered.

- | | | |
|---|--------------------------|-----------------------------|
| 1. Project Summary (email to jhand@iwu.edu) | <input type="checkbox"/> | |
| 2. Have you requested IRB approval? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | | |
| 3. Proposal as per format described in handbook | <input type="checkbox"/> | |
| 4. A brief Vita | <input type="checkbox"/> | |
| 5. ASD grant budget page | <input type="checkbox"/> | |
| 6. Report of Previous ASD grants (File separately with the Associate Dean of the Faculty) | | |
| Yes | <input type="checkbox"/> | <input type="checkbox"/> NA |

Signature of Applicant and Date

Signature of Chair or direct supervisor

Please note that a recommendation letter from a direct supervisor or chair is not required for ASD grants.

ASD Grant Budget Page

Faculty Name(s) _____

Project Title _____

A. Equipment Description (please give source of recent estimate) \$ _____

B. Supplies and Services (please itemize) \$ _____

C. Travel (please itemize) \$ _____

D. Living Expenses (see proposal guidelines) \$ _____

E. Faculty Summer Stipend (maximum \$2,000 per faculty Member) \$ _____

F. Student Wages (see proposal guidelines) \$ _____

G. Other \$ _____

TOTAL \$ _____

NOTE: List all expenses, even if the total exceeds the maximum grant. If your budget exceeds the maximum grant, explain how you will make up for the shortfall.

Curriculum Development (CD) Grant Programs

Curriculum Development grants assist faculty with the development of new courses or substantial revision of existing courses. Individuals or groups of two or three faculty may apply. Applications may be for a single course or multiple related courses.

Eligibility

Only tenured/tenure-track faculty members are eligible to apply for Curriculum Development grants. Each faculty member is only eligible for one CD grant *of any type* each academic year.

Application Categories

Individual faculty members at any stage of their careers may apply for a CD grant. However, FDC recognizes that the early years of a faculty member's career are usually the busiest ones for initiating new courses and overhauling existing ones. To assist them in this period when they are in particular need of support, FDC will give priority to individual grants submitted by junior faculty members in the event that not all deserving grants can be funded.

Group funding is intended, for example, for a new or substantially revised common course, such as an introductory or capstone course, taught by several faculty, or for a team-taught course. One \$2,000 award will be made for each course in the proposal, up to the limits described in the budget section. Groups of faculty may consist of any combination of junior and senior faculty members, but there is no special proviso favoring newer faculty who are part of group grant proposals.

Applications must include

- For each new course, a 2-3 page (Times or Times Roman font, 12 point) detailed description of the projected course content, assignments and teaching approaches. For each revised course, the same, also addressing these issues in light of how the course is presently delivered and how it will be delivered after revision. Descriptions of *all* courses must include a clear statement of how the grant will assist the faculty member(s) to develop or revise the course. *It is especially important to describe how the CD grant will have a lasting impact on your pedagogy.*
- A CD Grant Supervisor's Form from each applicant's direct supervisor addressing the significance and desirability of the proposed course(s) in the department or program's curricular offerings, the planned frequency of scheduling the course(s), and the applicant's qualifications to develop the course(s). The supervisor's form is an important source of information and a valuable aid in evaluating proposals.
- A Proposed budget. Complete the budget sheet provided at the end of this section. Budget requests should have been explicitly justified in the narrative to show relevance of each item to the proposed project. Include all expenses that are anticipated for the project.

Amount of Grants

Individual

Awards to individuals are \$2,000. In all cases, funds can be granted as taxable cash stipends, as nontaxable reimbursement of documented expenses, or as a combination of taxable stipend and nontaxable documented expenses. Reimbursable expenses under these programs include items necessary to fulfill the objectives of the grant such as books, supplies, travel expenses, software, technical training (including software training), student wages, computers, peripherals, and other equipment. To receive the grant as an expense grant, a faculty member must present detailed receipts for all expenses claimed. Unless receipts are provided, all grants will be treated as taxable stipends.

Group Grants

Stipends for two or three faculty working together on a group curriculum proposal will be \$2,000 per course, with a limit of \$2,000 in stipend per faculty member and \$6,000 award per group proposal. As with all programs, faculty may choose to use the entire grant amount as an allowable expense.

In addition, to allow teams to share a consultant's expertise, library or other resource materials, group travel to a conference, specialized and costly software or equipment, or other items required for course planning, additional money for group expenses is available: \$1,000 for two people and \$1,500 for three people. Reimbursable expenses under this program include such things as books, supplies, travel expenses, software, technical training (including software training), student wages, computers, peripherals, and other equipment. As with individual grants, in order to be reimbursed for expenses incurred, team members must present detailed receipts for all claims.

The following table illustrates the funds available for group grants:

| Number of Faculty | Number of Courses | Total Maximum Award | Total Maximum Stipend | Additional Expense Funds |
|--------------------------|--------------------------|----------------------------|------------------------------|---------------------------------|
| 2 | 1 | \$3000 | \$2,000 | \$1,000 |
| 2 | 2 | \$5000 | \$4,000 | \$1,000 |
| 2 | 3+ | \$5000 | \$4,000 | \$1,000 |
| 3 | 1 | \$3500 | \$2,000 | \$1,500 |
| 3 | 2 | \$5500 | \$4,000 | \$1,500 |
| 3 | 3+ | \$7500 | \$6,000 | \$1,500 |

Application Procedures and Timetable

Before beginning your proposal, please refer to the general advice to all applicants on page (iii) of this Handbook. All grant applications--individual or group--should be accompanied by a Curriculum

Development Grant Cover Sheet, a Budget Page and a CD Grant Supervisor's Form. See the end of this section for these documents.

For All Grants:

To reduce the use of paper, applicants should submit **one double-sided** copy of their completed applications and all supporting materials to the Associate Dean of the Faculty.

Complete applications must be received by the deadline for submission. Incomplete or late proposals will not be reviewed.

Application deadlines:

First review period: **4:30 PM, September 6, 2011**

Second review period: **4:30 PM December 5, 2011**

Third review period: **4:30 PM March 19, 2012**

Proposals for Spring and May Term 2012 courses should be submitted by the September or December deadline.

Proposals for courses in new majors or minors should be submitted by December 5, 2011.

2011-2012
Curriculum Development Grant Application

Name _____ Year of tenure-track appointment _____

Department _____

Type of Grant Sought:

_____ Individual

_____ Group – please list additional member(s)

Course(s): _____

Please complete the following checklist by placing a check mark against each item to ensure that your application is complete. Incomplete applications will be returned to the applicant without further consideration.

- 1. Narrative (Not to exceed 3 pages, single space, Times Roman 12 point)
- 2. CD Budget Page
- 3. CD Grant Supervisor's Form

If your proposal is funded, would you be willing for the Mellon Center to use it as an exemplary submission in the online *Handbook*? Yes No

Signature _____ Date _____

Curriculum Development Grant Budget

1. Estimated expenses (make sure to include a description of each of the expenses in the 2-3 page narrative). If you are requesting books or videos, please provide titles and approximate costs.

| Item | Amount |
|-------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Total | _____ |

2. Stipend requested (see above text for specific requirements):

| Name | Amount |
|-------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Total | _____ |

3. Total amount requested: _____

Please note: Materials purchased with CD and ID grant funds, including, for example, software, CDs, and DVDs, are subject to all applicable copyright laws. Faculty members are responsible for upholding these laws. Materials for use in the library collection should be purchased through The Ames Library with allotted departmental funds. For details about copyright issues, please go to <http://www2.iwu.edu/library/services/copyright>, or contact University Librarian Karen Schmidt or your department's liaison librarian.

Curriculum Development Grant Supervisor's Form

Name of Applicant(s) _____

Category of Grant:

_____ Individual
_____ Group

Please provide the information requested below, and return this form and your letter to the applicant(s).

- Is/are the proposed course(s) _____ new to the IWU curriculum?
_____substantial revision(s) of existing
course(s)?

Please Comment _____

- How frequently will the proposed course(s) be offered? _____

- Please attach a brief statement of support addressing the significance and desirability of the proposed course(s) to your department or program's curricular offerings, as well as the applicant(s)' qualifications to develop the course(s).

Signature of Supervisor _____ **Date** _____

Instructional Development (ID) Grant Program

ID grants recognize that even small sums of money stimulate innovation and improve pedagogy. The ID expense reimbursement program is intended to be simple, eliminating lengthy proposals and supervisor letters. Applicants need only submit an Instructional Development Grant Cover Sheet and Budget Page and a 1-2 page narrative describing the course and its pedagogy as presently delivered and the proposed use of funds (including a budget description). *It is especially important to describe how the ID grant will have a lasting impact on your pedagogy.* It is not enough to justify how the grant will impact the course once.

Examples of ID Grants

The following list of examples is illustrative rather than exhaustive. FDC encourages faculty to be creative and not feel compelled to tailor proposals to fit those described below.

- Registration and travel to a teaching conference
- Purchase of teaching or course-related books, manuals or journals.
- Admission and travel to attend a speech, performance or exhibit.
- Purchase of instructional materials such as books, supplies, videos, CDs, photographs or slides, musical instruments, etc. not otherwise funded through the departmental library budget.
- Guest speakers. The cost of inviting guest speakers will be covered if justification is provided for how his/her lecture will have a lasting impact on the course.
- Consultant's fees. The cost of a consultant will be covered if justification is provided for how his/her lecture will have a lasting impact on the course

Eligibility

All tenured/tenure-track faculty members are eligible to apply for Instructional Development grants. Please note that you are entitled to only one successful ID grant per year.

Amount of Grants

Grants are awarded in amounts up to \$500. All grants are for expenses incurred; that is, no stipends are awarded as part of ID grants. All recipients of ID grants must use their funds in the fiscal year in which they are awarded or the funds will be forfeited. Anyone who needs additional time to spend ID grant funds must make a case to the Associate Dean of the Faculty.

Application Procedures and Timetable

1. Please attach a 1-2 page detailed description of:

- A. The course and its pedagogy as presently delivered
- B. The proposed use of funds (including a budget description). Please indicate why these funds can't be obtained through your department budget.
- C. How the grant is expected to have a lasting impact on instruction.

2. Complete the Instructional Development Grant Budget Page.

3. Send **one double-sided copy** to the Associate Dean's office by 4:30 p.m. on the deadline date. The first deadline is September 20, 2011. Deadlines are the 20th of each month (or the first weekday thereafter) from September through March of each academic year.

Faculty Reading Groups

The Mellon Center provides support for a variety of faculty reading groups each year. As stipulated by the Mellon Center Advisory Committee, any IWU faculty member is invited to propose a book list or a topic on which books can later be chosen. This year, the Mellon Center budget will provide up to \$450 per reading group (and up to \$1,800 total for Fall 2011 and \$1,800 total for Spring 2012) to support purchases of books.

There are four simple rules stipulated for all reading groups:

- 1) Topics and/or book lists must be circulated to the faculty community (the Associate Dean of the Faculty will facilitate publicizing the group) and groups must be open to any member of the IWU faculty with an interest in the topic and a serious commitment to participate.
- 2) Resulting groups must agree to meet several times throughout a semester on a schedule that is entirely up to members. The program, then, is to support ongoing intellectual interchange among members and not single-evening discussions.
- 3) One group member must agree to work with the Mellon Center in purchasing the books for the group, including a list of participants' names.
- 4) Although you may join as many groups as you wish, the Mellon Center will provide one book per faculty member each semester.

If you would like to propose a reading group for either the Fall 2011 or Spring 2012 term, please e-mail Irv Epstein (iepstein@iwu.edu) with your suggested topic and/or book list as soon as possible. In order to provide sufficient time for groups to meet, read the book(s) and have time for meetings and discussion, proposals for the fall semester must be received by October 3, 2011. Proposals received after October 3 but before February 1, 2012, will be considered for Spring 2012 semester.

This program has grown each year and provides the opportunity to discuss books of common interest with colleagues that you might not otherwise see during the academic year. Please call or email Irv Epstein, Associate Dean of the Faculty, if you have any questions about this program.

Junior Faculty Leave Program

This program is designed to provide a concentrated opportunity for professional development for faculty in the period prior to tenure consideration. Up to three such leaves per year may be awarded.

Eligibility Requirements

Faculty members at the rank of Assistant Professor become eligible to submit an application for a Junior Faculty Leave in the second full year of a regular, tenure-track faculty appointment. (This leave program is not available to those tenure-line faculty members who have yet to complete the terminal degree required for appointment at the level of Assistant Professor.) The last year a faculty member is eligible to apply for this leave is two years before tenure consideration; the last year the leave may be taken, therefore, is in the year before tenure consideration. An untenured faculty member with the standard 6-year probationary period, for example, could apply for a Junior Faculty Leave in the 2nd, 3rd, or 4th year at IWU and, if successful, could take the leave in the 3rd, 4th, or 5th year, respectively. Once faculty members have received a leave under this program, they are ineligible to apply for a second Junior Faculty Leave. Full salary and benefits are continued during the leave, and the semester on leave will count toward tenure as if it were a regular term--that is, a Junior Faculty Leave does not change the projected date for tenure consideration established on initial appointment to the tenure-line faculty.

Application Guidelines and Requirements

The proposal should be skillfully written, with the following criteria in mind:

- Proposals should be comprehensible to the non-specialist so as to allow FDC members to assess the quality, significance, and feasibility of the project.
- Applicants should emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to the scholarly/artistic community.
- Technical or highly discipline-specific content and references, if any, should be included in an appendix or footnotes.

The submitted proposal should supply the following, in the order listed below, with the **Major Sections and Sub sections** labeled. Use Times or Times Roman Font, 12 Point, single space and a 1" margin on all sides. All pages excluding cover page and budget page must be numbered consecutively. Please follow this format closely. Proposals that do not adhere to this format may be returned without review.

1. **Cover Page:** Please use the one-page coversheet provided
2. **Summary of Project:** In addition to including this in your proposal, please *also* email Jenny Hand (jhand@iwu.edu) a summary (150 words or less) of your project suitable for dissemination to the Board of Trustees and the general public. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, and goals of your project in this summary. The summary should be emailed on or before the Junior Faculty Leave grant deadline.
3. **Summary of your previous ASD grants** (if applicable; list up to last *three* ASD grants). For each grant, please give (a) title, (b) date and amount of the award and (c) end-product achieved

(publication or performance). A report on each grant you have received must also be on file in the Mellon Center. FDC will not consider your present proposal if previous ASD grant reports are not on file.

4. **Narrative:** This section of the proposal should *not* exceed 5 pages in length. It should be divided into the following sub sections.
 - A. The end product of the project
 - B. Significance of the project. The significance section should discuss:
 - The nature of the problem to be examined
 - The methodology to be used
 - Artistic or scholarly context (or debate) applicant is addressing
 - Its importance for the applicant's professional development
 - The contribution the individual expects to make with the work
 - Ways in which the leave will have a major impact on the applicant's professional development as a scholar or artist.
 - C. Proposed timetable for completion of the end product
5. **A Brief Vita:** Please include a current vita *not to* exceed 2 pages. Include your educational background, professional positions held, publications or presentations at professional meetings, awards and honors.
6. List the names, addresses and email addresses of the two individuals writing your recommendation letters. For the external letter, indicate how you know the individual writing your letter (e.g. thesis advisor, collaborator, expert in field, etc).

Two letters of recommendation are required *by the deadline* and will be of considerable importance in FDC's evaluation of proposals. One letter should come from the direct supervisor, the other from someone external to the institution. It is best to get the external letter from a colleague who knows your work rather than from your dissertation supervisor. We suggest that you share the following criteria with your supervisor and external referee so they address all the required points. Before sending their letters to the Associate Dean of the Faculty, recommendors are encouraged to share their letters with applicants. Both letters should address and evaluate the:

- significance of the leave for the applicant's scholarly/artistic development
- content of the proposal in the context of the field of study
- proposed methodology or creative approach
- ability of the faculty member to carry the project to a successful conclusion
- the supervisor's letter must address the staffing plan for replacing the applicant's teaching responsibilities.

Letters should be sent directly to the Associate Dean of the Faculty on or before the deadline at the following address:

Associate Dean of the Faculty
IWU Mellon Center
PO Box 2900
Bloomington, IL 61702

The deadline for submission is November 1 (or the first weekday thereafter) of the academic year preceding the requested leave. **To reduce the use of paper**, applicants should submit **one double-sided** copy of their completed applications and all supporting materials to the Associate Dean of the Faculty.

All research involving the use of animals or human subjects must receive approval from the proper institutional review committee. FDC must receive notification of approval before a junior leave will be granted, although leaves may be recommended to the Provost provisionally, pending the completion of the approval process. See the *IWU Faculty Handbook* (available at <http://www2.iwu.edu/provost>) for details on policies governing the use of animals or human subjects. Approval forms for submitting projects involving animals or human subjects may be obtained from your department or division office or from the office of the Associate Provost for Academic Planning and Standards, x3255)

Review Procedures and Reporting Requirements

Primary criteria for the awarding of a junior leave will be:

- the quality of the proposal (see all requirements specified in Section 4)
- the strength of the supporting letters
- where applicable, the applicant's record of accomplishment on previously funded ASD grants
- in cases of equally meritorious proposals, priority will be given to applicants in later years of eligibility for this program

The Provost will meet with FDC and the Associate Dean of the Faculty and will consult with the President before making final recommendations to the Board of Trustees in February.

A 2-3 page written summary of the completed leave program must be filed with the Associate Dean of the Faculty by November 1 (or the first weekday thereafter) of the academic year following the leave.

It is the applicant's responsibility to ensure that both recommendation letters are in by the deadline. Please check with the Mellon Center to ensure your letters are in before the deadline. Incomplete proposals may be returned without evaluation.

Sabbatical Leave Program

The sabbatical program is intended to provide tenured faculty members the opportunity to grow as inspiring and effective teachers and scholars. After six complete academic years of full-time service faculty are eligible for a regular sabbatical leave for as much as one academic year, and similarly each seventh year thereafter. Faculty may postpone a sabbatical for up to two years without altering the timeline for subsequent sabbaticals. Faculty on unpaid leave for all or part of an academic year may not count that year toward the six needed for sabbatical eligibility.

Faculty members taking sabbatical leave have the option of one semester at full benefits and salary, or a complete academic year with half pay. Benefits for a full-year sabbatical will be detailed in the Sabbatical contract. The Associate Dean of the Faculty will be happy to answer questions about benefits for a full year's leave.

Faculty members eligible for a sabbatical leave should consult with their department heads/supervisors well in advance of the time they must file the notification of intent to apply or the notification of deferral form. The intent-to-apply or deferral notification form should be sent by the faculty member requesting the leave or deferral to his/her immediate supervisor by April 1 (or the first weekday thereafter), approximately 16 months before the beginning of the academic year when the leave is scheduled to commence. For those intending to apply for a sabbatical leave, this is the time they should be discussing tentative plans for their use of the sabbatical semester/year, so that a well-developed plan can be completed by the fall deadline for their final application. For those intending to defer their sabbatical, the April 1st deadline allows the university to begin advanced planning so as to address the implications of the deferral for overall staffing needs. By May 1 or the first weekday thereafter, the supervisor should sign the notification or deferral form and forward the original to the Associate Dean of the Faculty, with copies to the Provost and the faculty member. The intent-to-apply, deferral, and final leave application forms are available at the end of this section.

Application Guidelines and Requirements

Before beginning your proposal, please refer to the general advice to all applicants on page (iii) of this *Handbook*.

1. A copy of the final leave application should be submitted by the faculty member to his/her immediate supervisor by October 15, approximately 10 months prior to the beginning of the academic year during which the leave is requested. Final applications, along with any supplemental materials or letters are due in the Associate Dean's office on November 1.
2. The narrative portion should begin with a one-paragraph summary suitable for publication and dissemination to faculty colleagues and to the IWU Board of Trustees. The body of the narrative is normally 4-5 pages. In addition to including this summary in your proposal, please *also* email Jenny Hand (jhand@iwu.edu). Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, goals and end product of your project in this summary.
3. The narrative should:
 - specify the objectives of the proposed leave

- explain in some detail how these objectives/goals will be reached as a result of the leave
- indicate the importance of the proposed leave to the applicant's personal and professional development as a teacher and a scholar
- summarize the applicant's record of accomplishment on previously IWU-funded grants and leaves.

Important note to applicants: The narrative should be skillfully written, with the following criteria in mind:

- Proposals should be comprehensible to the non-specialist so as to allow FDC members to assess the quality, significance, and feasibility of the project.
 - Applicants should emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to the scholarly/artistic community.
 - Technical or highly discipline-specific content and references, if any, should be included in an appendix or footnotes.
4. The applicant's immediate supervisor should send a letter of evaluation and recommendation to the Associate Dean of the Faculty by November 1 (or the first weekday thereafter). In cases where the supervisor is outside the applicant's department, the **applicant** may designate a recommender who is more familiar with the subject matter. The supervisor's/recommender's letter is an important source of information and a valuable aid in evaluating leave proposals. **The supervisor/recommender should provide a critical review of the leave proposal, understandable to the non-specialist, rather than a general endorsement.** FDC asks that the supervisor/recommender include the following in his/her evaluation:
- the significance of the leave's objectives in the discipline or field
 - the importance of the leave for the applicant's professional development as a teacher and/or scholar
 - an assessment of the applicant's record of accomplishment on previous grants and leaves
 - the staffing plan for replacing the applicant's teaching responsibilities.
5. All research involving the use of animals or human subjects must receive approval from the proper institutional review committee. FDC must receive notification of approval before a sabbatical will be granted, although leaves may be recommended to the Provost provisionally, pending the completion of the approval process.
- See the *IWU Faculty Handbook* (available at <http://www2.iwu.edu/provost>) for details on policies governing the use of animals or human subjects. Approval forms for submitting projects involving animals or human subjects may be obtained from your division or department office or from the office of the Associate Provost for Academic Planning and Standards.
6. All applicants should submit a current curriculum vitae. In addition, applicants who have received prior Artistic and Scholarly Development funding should provide information on the outcomes (publications, presentations, performances, etc.) of that funding.
7. All applicants should notify any relevant interdisciplinary programs of their pending sabbatical application and indicate the courses that will not be offered by the applicant during the

sabbatical leave. This notification will assist program directors when planning their curricula and when advising students.

8. Include a 150-word summary suitable for distribution to the Board of Trustees and/or non-experts in the field. Please do not use footnotes in the summary. At least one clear end product of your leave must be identified in your summary.
9. Faculty members should submit complete applications to the Associate Dean of the Faculty by the November deadline. To reduce the use of paper, applicants should submit **one double-sided** copy of their applications and all supporting materials. If the nature of the sabbatical leave project might be significantly altered after this deadline (e.g., if external funding is required for all or part of the leave and the status of the funding is uncertain), applicants should indicate how their leave schedules could be affected.
10. A report of the previous sabbatical or junior faculty leave, if any, must be on file with the Associate Dean of Faculty in order for your application to be considered.

Review Procedures and Reporting Requirements

The Associate Dean of the Faculty will forward all elements of the proposal and the supervisor's evaluation to FDC for its careful review. As part of its review, FDC may request clarification or additional information regarding proposals or supervisors' letters.

The Provost will meet with the Associate Dean of the Faculty and members of FDC and will consult with the President before final sabbatical recommendations are made to the Board of Trustees at the February meeting. Applicants will be notified soon after that meeting, and they must make formal acceptance of a leave in writing within 30 days. It is normally expected that the faculty member will return for a full academic year of service after the sabbatical.*

A written summary of the completed leave program is due on November 1 (or the first weekday thereafter) for leaves or course releases taken the previous academic year. There is no formal report form, but a 2-3 page written report of scholarly and professional activities undertaken as a result of the leave and the relation of those activities to the original proposal must be filed with the Associate Dean of the Faculty. **This report becomes an important part of FDC's evaluation of an applicant's future grant and leave proposals.**

****Important Note:*** *Financial arrangements and other details are specified in a formal leave contract between the faculty member and the university.*

Notification of Intent to Apply for Sabbatical Leave
OR
Request to Defer Sabbatical Leave

Name _____

Department or School _____

Year of Appointment _____

Tenure Granted in _____

Total Number of Leaves Granted _____

Last Leave _____ (Sabbatical or Junior Faculty)

A report on the last leave must be filed before you can apply again.

Please choose one:

1) I intend to apply for a sabbatical leave for (please check one and fill in the year)

____ Full Year _____ Fall _____ Spring of Academic Year _____

Accepting this leave _____ is _____ is not contingent on funding. If contingent on funding, please identify the grant and the anticipated date of notification:

Grant: _____

Anticipated date of notification: _____

2) I am requesting a deferment of my sabbatical for (please check one and fill in the year)

____ one year (must file **Notification of Intent to Apply for Sabbatical Leave** in _____)

____ two years (must file **Notification of Intent to Apply for Sabbatical Leave** in _____)

Please forward this form to your immediate supervisor by April 1. He/she will file the original with the Associate Dean of the Faculty and a copy with the Provost and return a copy to you by May 1 (or the first weekday thereafter). This form is not forwarded to the Faculty Development Committee, but it establishes your eligibility to apply during the fall semester

OR

it formally defers the date of your application. Details of the application and deferment process for sabbatical leaves can be found in the IWU Faculty Development Handbook.

Applicant's Signature _____ Date _____

Supervisor's Signature _____ Date _____

2011 - 2012 Sabbatical Leave Application

Name_____

Department or School_____

Year of Appointment_____

Tenure Granted in _____

Total Number of Leaves Granted_____

Last Leave_____

A report on the last leave must be filed before you can apply again.

Request is for (please check one and fill in the year)

_____ Full Year _____ Fall _____ Spring of Academic Year _____

If your proposal is awarded, would you be willing for the Mellon Center to use it as an exemplary submission in the online *Handbook*? Yes No

Please complete the following checklist by placing a check mark against each item to insure that your application is complete. Incomplete applications will be returned to the applicant without further consideration.

1. Sabbatical Application Cover Sheet
2. Summary of the Project (Not to exceed 150 words)
3. Electronic summary (email to jhand@iwu.edu)
4. Narrative (Not to exceed 5 pages, single-spaced, Times Roman 12 point)
5. IRB approval notice or verification that approval has been requested
6. Curriculum vitae
7. Report of Previous Sabbatical or Junior Faculty Leave, if any
(File separately with the Associate Dean of the Faculty)

Please Note: All applicants should notify any relevant interdisciplinary programs of their pending sabbatical application and indicate the courses that will not be offered by the applicant during the sabbatical leave.

Signature_____ Date_____

Senior Faculty Research Program (SFRP)

The SFRP addresses the IWU senior faculty's needs for concentrated time between sabbatical leaves to pursue scholarly or artistic projects. Applications for the program are peer-reviewed by the Faculty Development Committee. Application procedures and evaluation criteria are similar to those described in this *Handbook* for the sabbatical leave program (see above). Note, however, that because the time allotted to recipients of senior faculty research grants is significantly less than that awarded for sabbaticals, SFRP applicants should propose a focused project that can be pursued within the parameters of a single course release. Although applicants are free to address, if appropriate, how a proposed project would enhance their teaching, the program is not intended to support course development.

Each awardee receives

- one course release during one semester
- release from University service for the same semester
- \$600 to support his/her project awarded either as a stipend or as reimbursement for project expenses. Stipends are considered taxable income and will be subject to withholding.

Based on the quality of applications submitted, up to four such releases are available each academic year--two in the fall term, and two in the spring term. Elected committees will determine whether a successful applicant must be replaced for one semester or whether the committee's business can be conducted without a replacement.

Eligibility

The program is available to tenured members of the faculty, regardless of rank. Only colleagues with two consecutive years of teaching a full 6-course load, beyond tenure, the last sabbatical, or the last senior faculty course release or last post tenure course release, are eligible to apply. However, administrative course release for chairing a department, directing an interdisciplinary program, or leading a major committee do not count against potential applicants. Applicants may not receive both a sabbatical leave and a course release under the SFRP in the same academic year.

Application Process

FDC does not intend for the application process for this program to be burdensome, but the Committee does request the following information.

1. Summary of Project: In addition to including this in your proposal, please *also* email Jenny Hand (jhand@iwu.edu) a summary (150 words or less) of your project suitable for dissemination to the Board of Trustees and the general public. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, goals and end product of your project in this summary. The summary should be emailed on or before the SFRP grant deadline.
2. The narrative of the proposal should be about 3 pages in length and should
 - specify the objectives of the project proposed

- describe the scholarly methodology/creative approaches to be used
 - explain how the requested time released from teaching and service will contribute to the applicant's ability to achieve these objectives
 - indicate the importance of the project to the applicant's professional development
 - summarize the applicant's record of accomplishment on previously IWU-funded grants and leaves.
3. A current curriculum vitae should be attached to the application.
 - 4 All research involving the use of animals or human subjects must receive approval from the proper institutional review committee. FDC must receive notification of approval before a release will be granted, although it may be recommended to the Provost provisionally, pending the completion of the approval process.

See the *IWU Faculty Handbook* (available at <http://www2.iwu.edu/provost>) for details on policies governing the use of animals or human subjects. Approval forms for submitting projects involving animals or human subjects may be obtained from your division or department office or from the office of the Associate Provost.

5. If appropriate for their projects, applicants may also apply for ASD funding immediately before, during, or after the semester of release.
6. The deadline for applications is November 1 (or the next weekday thereafter) of the academic year before the course release is requested. Applications should be sent to the Associate Dean of the Faculty. To reduce the use of paper, applicants should submit **one double-sided** copy (Times or Times Roman, 12 point, single-spaced, not to exceed 3 pages) of their completed applications and all supporting materials.
7. A written summary of the completed leave program is due on November 1 (or the first weekday thereafter) for leaves or course releases taken the previous academic year. There is no formal report form, but a 2-3 page written report of scholarly and professional activities undertaken as a result of the leave and the relation of those activities to the original proposal must be filed with the Associate Dean of the Faculty. **This report becomes an important part of FDC's evaluation of an applicant's future grant and leave proposals.**

2011-2012
Senior Faculty Research Program Application

Name _____

Department(s) or School(s) _____

Title of Project _____

Amount Requested _____ Your Email: _____

Is this your first SFRP application? _____ Yes _____ No

If no, did you receive a SFRP leave before Spring 2009? _____ Yes _____ No

If yes, a written report, as outlined in the Faculty Development Handbook, page 44, must be filed with the Associate Dean of the Faculty prior to this application.

- Will you use human beings as experimental subjects? Yes No
If yes, please submit the appropriate approval notice.
- Will you use animals as experimental subjects? Yes No
If yes, please submit the appropriate approval notice.
- If your proposal is funded, would you be willing for the Mellon Center to use it as an exemplary submission in the online *Handbook*? Yes No

Please complete the following checklist by placing a check mark against each item to insure that your application is complete. Incomplete and/or late applications will not be considered.

1. Summary of the Project (Not to exceed 150 words)
 2. Electronic summary (email to jhand@iwu.edu)
 4. Narrative (Not to exceed 3 pages, single-spaced, Times Roman 12 point)
 5. IRB approval notice or verification that approval has been requested
 6. Curriculum vitae
 7. Report of Previous SFRP course release
- (File separately with the Associate Dean of the Faculty)

Signature of Applicant and Date

Signature of Chair or Direct Supervisor

Please note that a recommendation letter from a direct supervisor or chair is not required for this program.

Leave Without Pay

Application for a leave without pay should be made directly by email or written note to the Provost, who will talk with the department chair and the President and make a recommendation to the Board of Trustees.

See *Faculty Handbook* and consult with the Provost for details.

Post-tenure Faculty Review Program (PTR)

The Post-tenure Faculty Review Program is a *mandatory*, non-evaluative program created to assist faculty who have received tenure at IWU with their continued development as teachers, scholars, performers, or artists. The program calls for all tenured faculty, once initially participating, to engage in the review process on a cycle of five to seven years. Such flexibility in scheduling is intended to allow faculty the opportunity to coordinate their particular review with other significant aspects of their development, notably sabbatical leaves.

At the completion of the review, each faculty member undergoing review will receive monetary or in-kind support equivalent of \$5000. Provided for by a designated PTR Development budgetary line, these funds are intended to be sufficient to support meaningful professional development activities for all faculty members completing their professional development plans. This level of funding will support professional development in a variety of ways, for example:

- Fund a course release
- Purchase equipment and materials that would not be available through normal university sources
- Pay expenses for travel for research or course development purposes
- A stipend to support an intensive research or course development effort. Stipends are considered taxable income and will be subject to withholding.

The following presents procedures and calendar for participation in the PTR Program. For detailed Program background, please go to <http://www.iwu.edu/provost/10-11FacultyHandbook1005.pdf>

Eligibility

Participation is determined by giving priority to those faculty with the most years since tenure. In cases where two or more faculty share the same number of years since tenure, priority will be given to those with the most years in rank. Should a tie persist, priority will be given to those with the most years since the last sabbatical taken.

In accordance with the Post-Tenure Review Plan approved by the faculty, those faculty within five years of retirement may choose not to participate in this program. For all others, the following procedures will apply:

Notification

By **December 1** of each year, the Associate Dean of the Faculty, working from a list of all tenured faculty, will notify those at the top of the list of their eligibility. Upon being so notified **faculty will have six weeks** to elect from the following options:

- 1. Participate** the following academic year.
- 2. Defer.** Faculty choosing to defer will maintain their relative position on the eligibility list and will be notified by the Associate Dean of the Faculty again the following year. To promote flexibility, the first time a faculty member goes through the post-tenure review process, she or he will have the following deferral options: a) defer for one year, b) defer for two years, or c) defer for however many years are necessary (not to exceed five) to

make the initial review year fall two years prior to next sabbatical. The second time a faculty member goes through the post-tenure review process, and all subsequent times, she or he will have the following deferral options: a) defer for one year or b) defer for two years, which is to say that it will follow the recommended five- to seven-year cycle.

As eligible participants reply that they choose to defer, the Associate Dean will continue notifying eligible participants until the number of post-tenure review opportunities for the next year have been filled.

Participation

All participants will be selected no later than March 1.

1. By **April 15** of the notification year, participating faculty should meet with their supervisor to discuss their general plans for the review process. Faculty should also begin consideration and contact of faculty willing to serve on their Individual Review and Development Committee. This committee is to be composed of the participant and two full-time, tenure-track faculty at IWU, at least one of whom is tenured. When selecting members, the faculty member should keep in mind the committee's principal goal of helping the faculty member reflect on his or her professional growth and assisting in formulating a professional development plan. The Post-Tenure Review Plan suggests that no faculty member serve on more than two such committees in any one academic year.
2. By **November 1** of the academic year of participation, faculty must file with the Associate Dean of the Faculty a form, **Post-Tenure Review Resource Request**. This form (see page 45) lists the members of the Individual Review and Development Committee and the faculty member's selection of support as a course release or as cash to purchase equipment and materials, to pay for travel, research or course development expenses, or as a taxable stipend.
3. By **mid-Spring** of the academic year of participation, faculty should complete a **Development Plan**. The Development Plan is the primary outcome anticipated by the Post-Tenure Review program and is generated by discussion between the faculty member and the Individual Review and Development Committee. Guided by the faculty member's own informal agenda, the committee, convened by the faculty member, will pursue two related tasks: retrospective review and prospective planning. Initially, the committee will assist the faculty member in a process of self-reflection that might include review of teaching, service, and scholarship over the past several years. Discussion among the committee members should be free and frank, encouraging the honest discussion of the faculty member's strengths and weaknesses, progress and impediments. In light of such review, the committee may then ask, "What would the faculty member like to accomplish over the next several years?" This is the time for committee members to listen sympathetically and respond critically to the faculty member's ideas and plans, and to work toward a concrete program for actual professional development. This may be the appropriate time to invite the faculty member's supervisor to meet with the committee, if the supervisor is not already a member. The faculty member may also seek the input from other faculty/staff at IWU or other academic institutions or the member's relevant professional organizations.

The tangible goal of this process is the creation of a Development Plan for the faculty member, embodying the results of collective discussion and brainstorming. A written copy of this Development Plan—signed by the faculty member, committee members, and the faculty member’s supervisor—should be completed by the middle of the Spring Semester of the academic year of participation, in order for the Summary Form to be submitted on time. This plan is to be kept in the possession of the faculty member, who should therefore feel free to compose it as seems most helpful. Please note that this plan should not be seen as restricting the faculty member from pursuing other professional development goals.

The faculty member will convene the Committee a final time and invite the Associate Dean of the Faculty to attend for an informal review of the process and discussion of resource allocation.

Reporting

1. By **April 1** of the academic year of participation, the faculty member must file with the Associate Dean of the Faculty, the department office and the faculty member’s personnel file in the Provost’s office a second document, the **Summary Form** (see page 46). The Summary Form will include an abstract of the Development Plan and the signatures of the committee members and the supervisor. **Support resources will be released by the Associate Dean of the Faculty upon filing of the Summary Form.**
2. No later than April 1, **two years after the participation year**, all participants must file with the Associate Dean of the Faculty a third document, a **Resource Report**, noting how the support resources were fully or partially used. In those cases where the resources have been partially used, the faculty member must file an additional Resource Report before his or her next Post-Tenure Review.

PTR Resource Request

(Due in Associate Dean's office November 1 of academic year of participation)

Name _____

Department or School _____

Academic Year of Participation _____

Individual Review and Development Committee Members (at least one tenured)

Select Support Type:

Please select your type of support. Funds allocated or course releases should be used within 24 months of the completion of the development plan.

_____ Course Release

_____ Cash Stipend

_____ Non-Cash Stipend. Check each that apply:

_____ Travel

_____ Equipment and/or Materials

_____ Research Expenses

_____ Course Development Expenses

Signature _____ Date _____

Post-Tenure Review Program Summary Form

(To be filed by April 1 of the academic year of participation. Copies should be sent to the Associate Dean of the Faculty, the department office and Provost's office.)

Abstract: Please summarize below, in 150-250 words, the results of your individual review as embodied in your Development Plan. Please mention specific conclusions you may have reached or concrete goals you have set for yourself as a result of this process. Bear in mind that any such goals are not meant to preclude you from pursuing other professional development goals in the future.

Signatures:

Participant:

Committee Members:

Department Head/School Director:

Date Filed: _____

External Funding Options

Illinois Wesleyan University encourages faculty to develop and submit proposals for grants from associations, foundations, and governmental agencies, both state and federal, to support academic programs or other purposes of the University. Some grants are awarded to individual faculty members. Others are awarded to IWU as an institution, often subject to matching University resources. Proposals which require institutional commitment or participation require the approval of the Provost or his/her designee. For more information, please contact the Office of Sponsored Programs and Foundation Relations (SPFR) in Holmes Hall, Room 200, x3902.

Policy for Course Release in Conjunction with External Grants

Some external grants provide funding for buying a course release. Buying a course release is permitted if the release is supported by one's chair/director and if replacement staffing for the course is available. One course release/year is allowed and should be funded at 1/6 of the applicant's salary. Applicants are encouraged to consult with their chair and with the Provost when including course releases in external grant proposals.

2010-2011 FDC Committee Members

Kevin Sullivan, Chair
Rob Kearney, Vice Chair
Linda French
Mauricio Parra
Curtis Trout

Irv Epstein, *ex officio*

2011-2012 FDC Committee Members

Linda French, Chair
Rob Kearney, Vice Chair
Mauricio Parra
Brad Sheese
Loni Walker

Irv Epstein, *ex officio*