2019-2020

FACULTY DEVELOPMENT HANDBOOK

Andrew W. Mellon Center for Curricular and Faculty Development
Kevin Sullivan, Associate Dean of Curricular and Faculty Development
Christine Horner, Mellon Center Administrative Assistant
# Faculty Development Committee

2019-2020 Master Calendar of Deadlines

**New submission procedure:**

All proposals should be submitted electronically to “fdc@iwu.edu”

The deadline for all proposals is **4:00 p.m.**

*Late or incomplete proposals will not be considered.*

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<td><strong>September 20, 2019</strong></td>
<td>First round of ID grant applications due in Mellon Center. (Normal deadlines are the 20th of each month (or the first weekday thereafter) from September through March of each academic year.</td>
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<td><strong>October 1, 2019</strong></td>
<td>ASD, CD and CPD grant applications due in Mellon Center (second review period).</td>
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<td><strong>October 11, 2019</strong></td>
<td>Sabbatical Leave, Pre-Tenure Leave and Senior Faculty Research Program applications for leaves which will occur in the 2020-21 academic year due to applicant’s supervisor.</td>
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<td><strong>November 1, 2019</strong></td>
<td>Sabbatical Leave, Pre-Tenure Leave and Senior Faculty Research Program applications for leaves which will occur in 2020-21 academic year due. Reports on all ASD grants received or leaves taken in 2018-19 due in the Mellon Center. (NOTE: If a grant is still in progress as of November 1, applicants should submit a progress report.)</td>
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<td><strong>December 3, 2019</strong></td>
<td>Applications to the Technos Foundation to be submitted to Stacey Shimizu in the International Office</td>
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<td><strong>February 15, 2020</strong></td>
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<td><strong>April 1, 2020</strong></td>
<td>Summary Form from PTR participants due in the Mellon Center, participant’s department and Provost’s office (Deadline is April 1st or the first weekday thereafter).</td>
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<td><strong>May 3, 2020</strong></td>
<td>Request to Defer Sabbatical Leave applications due in Mellon Center.</td>
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Overview

This handbook is designed to provide information about the faculty development opportunities available at Illinois Wesleyan University (IWU). The programs described here are classified as standard professional travel, grant, course release, and leave programs. While, in general, all the programs described have a goal to promote 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.

The following grant funds were awarded by the university in 2018-19 for faculty support: $67,714.49 to support 22 faculty Artistic/Scholarly Development (ASD) grants; $43,960.34 to support 21 Curriculum Development (CD) grants; $1,440.99 to support 3 Instructional Development (ID) grants; and $1,000.00 to support 1 Continuous Professional Development (CPD) grant.

A variety of leave and course release programs are also available, the most common of which is the Sabbatical Leave Program. In an effort to address the needs of both junior and senior faculty, the eligibility requirements vary among these programs.

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. All grant and leave programs are administered through the Andrew W. Mellon Center for Curricular and Faculty Development.
Mellon Center Mission Statement
The purpose of the Andrew W. Mellon Center for Curricular and Faculty Development (the Mellon Center) is to provide the facilities, programs, and resources necessary to support the Illinois Wesleyan faculty's work as scholars, teachers, and developers of curriculum. The Mellon 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 Mellon 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 a 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 reading groups.

Communication

- informal lunch discussions of classroom practices and experiences
- formal and informal orientation programs for first-, second-, and third-year faculty
- support for faculty interested in incorporating technology into their coursework

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 from Gateway and May Term courses
- books, monographs, newsletters, DVDs, and periodicals on teaching and curriculum development, housed in the Ames Library
- books, periodicals, and literature on teaching and curriculum development, housed in the Mellon Center

Other

- other programs or services responsive to faculty needs and requests

The Mellon Center's activities are coordinated by the Associate Dean of Curricular and Faculty Development [Kevin Sullivan, CLA 363, x3886].
Standard Professional Travel and Development Opportunities

Standard Allotments and Supplements

- IWU offers support during the academic year for the reimbursement of expenses related to professional development. This budget, with the exceptions noted below, is administered through the Mellon Center. The Provost and the Associate Dean of Curricular and Faculty Development, in consultation with the FDC, 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.

- These funds can be drawn upon from **August 1, 2019** through **July 10, 2020**. Applicable travel requests received **after** this date will be processed against the next fiscal year.

For Tenure-Line Faculty:

- **$800** 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(s) 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 -**
- **$1,050 *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.

For Visiting Professors/Instructional Faculty:

- **$400** standard allotment for a full-time visiting/instructional faculty member.
- **$200 *standard supplement** for a full-time visiting/instructional 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

1. Tenure-Line Faculty may charge no more than **two** professional memberships against their standard allotment each year.
2. Mileage: The rate of mileage reimbursement is based on IRS Guidelines and therefore subject to change throughout the year. The most current rate is always posted online in the **Travel Expense Voucher** which can be found on the Business Office website.
3. Maximum **$65** per day for food (itemized original receipts **required** for reimbursement)
4. Maximum **$225** per day for hotel (itemized original receipts **required** for reimbursement)

* In order to receive **standard supplement funds**, the Mellon Center requires documentation confirming formal participation, i.e., an invitation/acceptance letter or email, a copy of the program, etc. The Mellon Center **must have the documentation in hand** before allocating a standard supplement.

**Always use the current Travel Expense Voucher on the Business Office Website; pre-printed vouchers often have old, outdated mileage rates.**
5. To avoid the payment of sales tax in those instances where it is non-refundable, faculty may use the University’s Tax Exemption Number and Letter. This letter may be obtained by contacting the University Business Office.
   o IWU Policy on the Authorized Use of Tax Exemption Number and Letter:
     The University’s federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.

For additional information on sales tax and what does and does not qualify for reimbursement, please contact the University Business Office (x3022).

- All reimbursements require original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the Business Office website).
- To ensure the quickest turn-around time on reimbursement checks, please refer to the Appendix at the end of this handbook for detailed instructions on processing a reimbursement request.

**Note:** Reimbursements submitted to the Mellon Center incorrectly or incomplete will be returned to the requestor without review.

### Requesting Approval for Professional Development Funds Prior to Travel

- **Faculty Travel Request**
  - Full-time faculty requesting to use some or all of their standard and supplement allotments must submit a Faculty Travel Request form to the Mellon Center prior to travel (see sample form on p. 7). Please note that, as stated in the Faculty Handbook, “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.”
  - The Faculty Travel Request form, available for downloading and printing, is posted online at the Mellon Center.
  - All travel requests must have the department head/supervisor’s signature. Submit the completed request to the Mellon Center prior to travel. An approved copy of the request, signed by the Associate Dean, listing the total balance approved by the Mellon Center, will be sent through campus mail to the requestor.
  - Because faculty pay in advance, it is essential to first submit the Faculty Travel Request form and receive the approved copy showing the available balance, before making any purchases.

- **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/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html)
  - Faculty must contact the Associate Dean of Curricular and Faculty Development regarding the possibility of university-supported travel to countries with level 3 or 4 warnings prior to any travel.
Requesting Reimbursement Across Fiscal Years

- Travel and Development funds do not carry over fiscal years. If unused, they return to the Academic Affairs budget. There is one exception to this rule. Some travel funds from two fiscal years may support the same development opportunity. Funds from the preceding fiscal year may reimburse expenses paid in the current fiscal year for the prospective travel, so long as the criteria below, along with the standard criteria for a reimbursement request are met.

- First, faculty must complete a Faculty Travel Request form for the proposed travel, which in this instance, would take place in the next fiscal year. Faculty must have funds remaining in their standard allotment for the current fiscal year. If the current fiscal year’s standard allotment funds have been used up, then the travel will be reimbursed against the next fiscal year (as applicable).

- Next, assuming funds remain in their standard allotment, faculty must encumber those funds through the advance payment of expenses associated with the prospective travel. There are two important qualifiers to this. 1.) standard supplement funds cannot be used prospectively, as they are specifically reserved for formal participation, and thus can only be paid out after that participation has actually taken place. 2.) reimbursements cannot be made against reservations, etc. Funds must be paid (i.e., you have a receipt in hand). Examples of travel expenses that may be paid in advance include: conference registrations (which are often paid well in advance), flights, hotel rooms (not reservations, but actual payment), etc.

- Once the faculty member has paid these expenses, they may seek reimbursement against any remaining standard allotment funds, up to but not exceeding $800, so long as all the reimbursement criteria noted above (and in particular the current fiscal year’s deadline) are met. Otherwise, these expenses will be drawn against the next fiscal year’s travel allotments (as applicable).

- Arrangements for reimbursements that cross fiscal years must be submitted to the Associate Dean of Curricular and Faculty Development for approval no later than the 2nd Friday in June. Requests after this date will not be considered for use of funds across fiscal years, but will remain eligible for use against the next fiscal year’s travel allotment (as applicable).
FACULTY TRAVEL REQUEST

Must be approved by the Associate Dean prior to travel

Return this form to the Mellon Center, 3rd Floor, Center for Liberal Arts (CLA)

Name________________________________________ Date of Request______________________

Purpose of Trip______________________________________________________________

Date(s) of Travel____________________________________________________________

Destination____________________________________________________________________

Are You:

____________________ on the program* (please see note below)

And/or

____________________ an officer of the sponsoring group* (please see note below)

*Note: If you are on the program or participating, before supplemental funds can be allocated, 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, and/or a copy of an invitation/acceptance letter (email is fine) is required.

Provisions for Classes that will be missed: __________________________________________

____________________________________________________________________________

Estimated Total Cost of Trip: __________________________

(For up-to-date details relating to travel reimbursement policies, rates, and procedures, please review the Reimbursement Process in the Appendix of the current Faculty Development Handbook, or online under Mellon Center, Faculty Development. Incomplete or incorrect reimbursement submissions may be returned without review).

______ 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.

-------DO NOT WRITE BELOW THIS LINE-------

Action by Associate Dean:

Travel Approved____________________________ Reimbursement up to $___________________

Signed: ________________________________ Date ________________________________
Additional Sources of Support available through the Provost’s Office

**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 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.

- 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.

- The student is responsible for completion of a Student Travel Request form (which can be obtained from the Office of the Provost – see sample on next page) in consultation with their Faculty Mentor. If a student will be presenting scholarly or artistic work, a description of the event and a copy of the program in which the session, performance or exhibition appears should be provided. 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 following the reimbursement process for all Mellon Center transactions (see Appendix for detailed reimbursement instructions). Once the reimbursement is ready for submission, it is then given to the Office of the Provost, who will review, approve and process the reimbursement.

- University policy permits reimbursement for mileage, airfare, or other transportation; meals; conference registration; and lodging. Please note that all reimbursements require original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the Business Office website).
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) __________

Date of Request: ____________________________

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 Signature: __________________________________________________________________

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.

---------------Do Not Write Below this Line---------------

******************************************************************************
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 (from the Business Office) 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) Program

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. The 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 $5,500 for a joint proposal from two or more faculty members; **only one ASD grant per eligible faculty member per academic year will be awarded.**
- A detailed budget is required at the end of the proposal, and expenses, except for faculty 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. Travel requests within ASD Grant proposals must explain how the travel and/or participation in a conference is a valuable part of the creative process rather than the practicality of routine conference participation, because funding for routine participation in meetings is available through the standard professional travel and expense fund administered by the Associate Dean 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 10, 2020** deadline to submit receipts for reimbursement should be discussed with Associate Dean of Curricular and Faculty Development. It may be possible in some cases to extend the period during which grant funds can be spent.
- 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.
- Funding must be used for the specified project for which funding was requested, and cannot be used to fund projects not described in the awarded proposal.

Criteria for Evaluation of ASD Grants

The FDC 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 in order to allow FDC members to equally 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.
• Requests for electronic equipment, such as laptops and tablets, should be clearly justified with respect to project needs and efforts to obtain the best possible price.

• Technical or 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(s). 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: The FDC recognizes that often research projects continue over the course of several years. While the FDC will consider continuing research projects as new goals and directions emerge, continued funding for a project with the same end product, including requests for additional grants to cover publication costs, will not be provided.

• How are the project and the specified end product significant to the applicant's artistic or scholarly achievement?

• How does the project contribute to the applicant's field?

• Is the proposal narrative 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? Requests for new resources must explain why existing resources do not meet the needs of the project.

• Although the FDC recognizes a relationship between scholarship/artistic development and teaching, ASD grants are not intended to support projects to enhance curriculum or pedagogy.

• All sections of the proposal requested in this program description and in the prescribed format should be contained within the submitted proposal.

Proposal Format and Content
The submitted proposal should supply the following, in the order listed below, with the Major Sections and Sub-Sections clearly labeled, using 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 the ASD Grant application form at the end of this section).
2. **Summary of Project:** The summary of your project (150 words or less) should be 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. (As explained in the Submission Procedures and Timetable section, applicants should email a MS-Word copy of this summary to fdc@iwu.edu).

3. **Summary of Previous ASD Grants:** If applicable, list up to the 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 the previously submitted proposal. A summary report on each grant you have received must also be on file in the Mellon Center. The FDC will not consider your present proposal, if previous ASD grant reports have not been submitted.

4. **Narrative:** This section of the proposal cannot exceed 2,500 words in length. It should be divided into the following sub-sections:

   A. **End Product.** Please provide a clear description of the end product of the project.

   B. **Artistic or Scholarly Significance of the Project.** This section should discuss:
      - The nature of the problem to be examined
      - Artistic or scholarly context (or debate) being addressed
      - The methodology to be used
      - The contribution each applicant expects to make to the project.

   C. **Professional Significance of the Project.** This section should describe the importance of the project for the applicant’s professional development, highlighting ways in which the ASD grant will have a major impact on the applicant’s professional development as a scholar or artist.

   D. **Proposed Expenses.** This section should provide
      - a justification for expenses that correspond to items requested on the application budget page
      - a list of all sources of funding, internal and external, that support the project.

   E. **Proposed Timetable.** Include a timetable for completion of the end product.

   F. **Student Assistants.** (If you are not requesting student assistants, then write “Not Applicable” under this heading.) For projects requesting student assistants, the applicant(s) 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.

G. **IRB/IACUC Review.** (If your project does not involve animal or human subjects, write “Not Applicable” under this heading.) All research involving the use of animal or human subjects must receive approval from the proper institutional review committee. For such research **applicants should describe where their project is in the review process.** The 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 www.iwu.edu/provost) for details on policies governing the use of animal or human subjects. IRB application forms are available at www.iwu.edu/irb.

5. **ASD Grant Budget Page:** Complete the budget sheet provided at the end of this section. Budget requests should be 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 ($3,500 for an individual, $5,500 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 University 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.

(iv) **Consultancy Fees:** When hiring a consultant, is crucial to the successful creation of the end product, for example the services of a statistician, please provide the name and qualifications of the consultant. (Publication expenses are not covered under this category. See section vii below for support for such expenses.)

(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 2019-20 the daily maximum is $65 for food and $225 for housing.

(vi) **Student Wages:** Calculate a wage of $8.25 per hour for all work performed by students. Please note that grant funds cannot be used to pay for work by non-exempt IWU staff.
(vii) **Faculty Stipend and Publication Expenses:**

- **Stipends** and/or support to cover publication expenses may be requested.

- **Publication Fees.** Publication expenses for the scholarly/artistic end product can be supported. These may include, but are not limited to: copyright clearance and reproduction costs; submission and open access fees; and costs for illustrations, graphs, tables, indexing, and copyediting. Faculty members are encouraged to negotiate such costs with their publisher. Please note that the University Librarian and the Scholarly Communications Librarian are available to assist with these negotiations.

  - The combined amount requested for stipends(s) and publication expenses will not exceed $2000 per faculty member participating in the project.

  - Faculty who receive a stipend as part of a grant award can expect to receive their stipend in the month following receipt of their award letter; the entire balance of the stipend will be automatically added to the faculty member’s paycheck (for example, a stipend awarded in September will be included in the October paycheck). Stipends are treated as income and are therefore subject to taxes.

6. **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.

**Submission Procedures and Timetable**

Applicants should submit their completed application and all supporting materials to “fdc@iwu.edu” at or before each submission deadline. In addition, please email a MS-Word copy of your 150-word “Summary of Project” to “fdc@iwu.edu”.

**Incomplete or late proposals will not be reviewed.**

**Application deadlines:**
- First review period: **4:00 PM, August 1, 2019**
- Second review period: **4:00 PM, October 1, 2019**
- Third review period: **4:00 PM, February 15, 2020**

**Project Report**

A faculty member who is awarded a grant must file a written report with the Mellon Center 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.
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 Mellon Center.

The FDC encourages faculty members who receive ASD support to consider sending the ‘end product’ of scholarly or artistic endeavor to the IWU Digital Commons for distribution, as a way to provide open access to their work beyond the campus and professional communities. Digital Commons offers a variety of options to work within publisher policies and copyright. For further information, questions, and/or concerns about sharing your work on Digital Commons, please contact the Scholarly Communications Librarian in The Ames Library.

Sample grant and leave proposals are available at the Mellon Center website: https://www.iwu.edu/melloncenter/FDC.html.

Reimbursement Procedures

- *All* reimbursements require original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the Business Office website).

- To ensure the quickest turn-around time for reimbursement checks, please refer to the *Appendix* at the end of this Handbook for detailed instructions on how to process a reimbursement.

*Note*: Reimbursements submitted to the Mellon Center incorrectly or incomplete will be returned to the requestor without review.
ASD Grant Application

Name(s)_______________________________________________________________

Department(s) or School(s)______________________________________________

Title of Project _____________________________________________________________________

Amount Requested____________________ Your Email: ________________________

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

- Will you use human beings as experimental subjects? □ Yes □ No
  If yes, please submit the appropriate approval notice.
  If you have questions about whether IRB approval or exemption is required for your project, please see the pdf link on “Policies and Procedures” at https://www.iwu.edu/irb/forms/IRB_PolicyProcedure.pdf.

- Will you use animals as experimental subjects? □ Yes □ No
  If so, have you requested IRB and/or IACUC approval? □ Yes □ No
  If yes, please submit the appropriate approval notice.
  (See the IACUC link to protocol forms at https://www.iwu.edu/associateprovost)

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

1. Project Summary included in hard copy of proposal and MS-Word file (emailed to fdc@iwu.edu) □ Yes □ No
2. Proposal as per format described in Handbook □ Yes □ No
3. ASD grant budget page □ Yes □ No
4. Brief Vita □ Yes □ No
5. Reports for previous ASD grants have been filed in MC □ Yes □ No □ NA

_________________________________________  ____________________________________________
Signature of Applicant and Date          Signature of Chair/Director
(If different than applicant)

Note: a recommendation letter from a direct supervisor or chair is not required for ASD grants.
**ASD Grant Budget Page**

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<thead>
<tr>
<th>Faculty Name(s)</th>
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<thead>
<tr>
<th>Project Title</th>
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<tr>
<th><strong>A. Equipment Description</strong> (please give source of recent estimate)</th>
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<tr>
<th><strong>B. Supplies and Services</strong> (please itemize, attach an additional sheet if necessary)</th>
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<th><strong>C. Travel Expenses</strong> (please itemize)</th>
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<th><strong>D. Consultancy Fees</strong></th>
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<tr>
<th><strong>E. Living Expenses</strong> (see proposal guidelines)</th>
<th>$__________</th>
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<table>
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<tr>
<th><strong>F. Student Wages</strong> (see proposal guidelines)</th>
<th>$__________</th>
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</table>

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<tr>
<th><strong>G. Faculty Stipend</strong> (maximum $2,000 per faculty Member)</th>
<th>$__________</th>
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<table>
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<tr>
<th><strong>H. Publication Expenses</strong></th>
<th>$__________</th>
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<tr>
<th><strong>I. Other</strong></th>
<th>$__________</th>
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<table>
<thead>
<tr>
<th><strong>TOTAL</strong></th>
<th>$__________</th>
</tr>
</thead>
</table>

(Maximum award $3,500 per individual or $5,500 for a joint proposal from two or more faculty members)

**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) Program
Curriculum Development (CD) 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 for CD support. Applications may be for a single course or multiple related courses.

Eligibility
Only tenured/tenure-track faculty members are eligible to apply for CD grants. Each faculty member is only eligible for one CD grant of any type each academic year. Funding must be used for the specified funded project. Faculty members who have received support from other university programs to develop a team-taught course are eligible to apply for a CD grant for the same course. However, they are required to disclose information on the other funding that they have received. In no case will the total stipend for one course for an individual faculty member exceed $2,000.

Note: No CD proposal for a fall 2019 course will be accepted on the August 1, 2019 submission date.

Criteria for Evaluation of CD Grants
The FDC 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 in order to allow FDC members to equally assess the quality, significance, and feasibility of the course(s) or course revision(s).

- Applicants should emphasize the significance of the proposed work to their development as a teacher or to the curricular needs of their department or program.

- Requests for electronic equipment, such as laptops and tablets, should be clearly justified with respect to their curricular value and efforts to obtain the best possible price.

- An explicit justification is provided for each item listed in the proposal budget.

- Technical or discipline-specific content and references, if any, should be included in an appendix or footnotes

- All sections of the proposal requested in this program description and in the prescribed format should be contained within the submitted proposal.

Application Categories
Individual faculty members at any stage of their careers may apply for a CD grant. However, the 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, the 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 below. 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.

Grant Amounts and Eligible Expenses

*Individual Grants.* Awards to individuals may not exceed $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 submit detailed receipts with the appropriate expense voucher for all expenses claimed.

*Group Grants.* Stipends for two or three faculty working together on a group curriculum proposal will be up to $2,000 per course, with a limit of $2,000 in stipend per faculty member and $6,000 award per group proposal. As with other FDC programs, faculty may choose to use the entire grant award 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.

**Note 1:** Per University policy, *grant funds cannot be used to pay stipends to IWU non-exempt staff.*

**Note 2:** Faculty who receive a *stipend* as part of a grant award can expect to receive their stipend *one month following receipt of their award letter;* the entire balance of the stipend will be automatically added to the faculty member’s paycheck (e.g., a stipend awarded in September will be included in the October paycheck). *Stipends are treated as income and are therefore subject to taxes.*

The following table illustrates the funds available for group CD grants:

<table>
<thead>
<tr>
<th>Number of Faculty</th>
<th>Number of Courses</th>
<th>Total Maximum Award</th>
<th>Total Maximum Stipend</th>
<th>Additional Expense Funds</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>$3000</td>
<td>$2,000</td>
<td>$1,000</td>
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<td>2</td>
<td>2</td>
<td>$5000</td>
<td>$4,000</td>
<td>$1,000</td>
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<td>3+</td>
<td>$5000</td>
<td>$4,000</td>
<td>$1,000</td>
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<td>2</td>
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<td>$4,000</td>
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<td>3</td>
<td>3+</td>
<td>$7500</td>
<td>$6,000</td>
<td>$1,500</td>
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</table>
Proposal Format and Content
The submitted proposal should supply the following, in the order listed below, with the Major Sections and Sub-Sections clearly labeled, using Times or Times Roman font, 12 Point, single space, and a 1” margin on all sides. 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 the CD Grant Application form at the end of this section).

2. **Summary of Previous CD Grants:** If applicable, list up to the last three CD Grants. For each grant, please give (a) title, (b) date and amount of award, (c) when the course was taught (if the course was not taught, explain why not and what was accomplished), and (d) whether the funded course has become part of the curriculum.

3. **Narrative:** The narrative should include the following sections:
   
   A. **Course Description.**
      - For each new course, a 1000-1500-word 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.

   B. **Rationale for Grant Requests.** This section should provide:
      - A clear statement of how the grant will assist the faculty member(s) to develop or revise the course. It is also important to describe how the CD grant will have a lasting impact on your pedagogy
      - An explicit justification for expense requests on the CD Grant Budget Page that shows the relevance of each item to the proposed course development work
      - A list of all sources of funding, internal and external, relating to this project.

   C. **IRB/IACUC Review.** (If your course does not involve animal or human subjects, write “Not Applicable” under this heading.) Research involving the use of animal or human subjects must receive approval from the proper institutional review committee before funding can be received. If your course will involve such research, describe your plans for seeking institutional review. See the IWU Faculty Handbook (available at [http://www.iwu.edu/provost](http://www.iwu.edu/provost)) for details on policies governing the use of animals or human subjects).

4. **CD Grant Budget Page:** Complete the budget sheet provided at the end of this section. Include all expenses that are anticipated for the project. All budget requests—including requests for electronic equipment such as laptops and tablets—should have been explicitly justified in the narrative.
5. **Supervisor's Form**: Include a *CD Grant Supervisor’s Form* (use form at the end of this section) from each applicant's chair/director. If the applicant is serving as the chair/director, an appropriate senior colleague in the department should complete this form. Supervisors/colleagues should address the significance and desirability of the proposed course(s) in the department or program’s curricular offerings, and the planned frequency of scheduling the course(s). The form is an important source of information to the FDC and a valuable aid in evaluating proposals. For proposals requiring a supervisor’s letter when the applicant is a department chair or program director, in these instances the Provost is the supervisor and would write the letter. It is standard practice, though, for the Provost to defer to a senior member of the department or program to write the letter of support in his/her stead. As a professional courtesy, candidates should email the Provost to inform him/her that he/she will apply for a grant, because the Provost may wish to suggest an individual or individuals who might be appropriate to write the letter. The candidate should then make all necessary arrangements to have a colleague write and submit their letter of support.

**Submission Procedures and Timetable**

Applicants should submit their completed application and all supporting materials to “fdc@iwu.edu” at or before each the submission deadlines.

**Incomplete or late proposals will not be reviewed.**

**Application deadlines:**
- First review period: **4:00 PM, August 1, 2019**
- Second review period: **4:00 PM, October 1, 2019**
- Third review period: **4:00 PM, February 15, 2020**

*Note*: Proposals for *Spring* or *May Term* courses must be submitted by the *August* or *September* deadline.

**Reimbursement Procedures**

- *All* reimbursements require original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the Business Office website).

- To ensure a speedy turn-around time for reimbursement checks, please refer to the **Appendix** at the end of this Handbook for detailed instructions on how to process a reimbursement.

**Please note**: Reimbursements submitted to the Mellon Center incorrectly or incomplete will be returned to the requestor without review.
Curriculum Development Grant Application

Name_________________________  Year of tenure-track appointment____________________

Department ________________________________

Type of Grant Sought:

_____ Individual

_____ Group – please list additional member(s)

__________________________________________  ________________________________

Course(s):  ____________________________________________  ________________________________

__________________________________________  ________________________________

• Has any of the applicants received funding from the Mellon Grant to develop the course?  □Yes  □No

• Will the course use human beings as experimental subjects?  □Yes  □No
  ◦ If yes, please explain in narrative.
  ◦ If you have questions about whether IRB approval or exemption is required for your
  ◦ project, please see the .pdf link on “Policies and Procedures” at

• Will the course use animals as experimental subjects?  □Yes  □No
  ◦ If yes, please explain in narrative.
  ◦ (See the IACUC link to protocol forms at http://www.iwu.edu/associateprovost)

• 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 ensure that your
application is complete. Incomplete applications will be returned to the applicant without further
consideration.

1. Summary of Prior CD Grants (if applicable)  □
2. Narrative (formatted as requested)  □
3. CD Budget Page  □
4. CD Grant Supervisor’s Form(s)  □

Signature________________________________________  Date________________________

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Curriculum Development Grant Budget Page

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

<table>
<thead>
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<th>ITEM</th>
<th>AMOUNT</th>
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Total $__________________

2. **Stipend(s) requested** (see grant description for specific requirements):

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<thead>
<tr>
<th>NAME</th>
<th>AMOUNT</th>
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</tbody>
</table>

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://libguides.iwu.edu/copyright](http://libguides.iwu.edu/copyright), or contact the University Librarian or your department’s liaison librarian.
Curriculum Development Grant Supervisor Form

Name of applicant(s)  __________________________________________  __________________________________________
  __________________________________________  __________________________________________

Please provide the information below and return this form to the applicant(s).
1.  Is/are the course(s) proposed:

   _____ new to the IWU curriculum?
   _____ substantial revision of existing course(s)?

2.  What part of the curriculum is served by the proposed course? (check all that apply)

   _____ major/minor  ____  Gen. Ed.
   _____ interdisciplinary program(s)  ____  elective

3.  How frequently will the course be offered? ______________________________________________________________

4.  Why is this course a welcome addition to the curriculum? ______________________________________________
    __________________________________________________________________________________________
    __________________________________________________________________________________________
    __________________________________________________________________________________________
    __________________________________________________________________________________________

5.  How will a CD grant support this applicant(s)’s professional development as a teacher(s)?

    __________________________________________________________________________________________
    __________________________________________________________________________________________
    __________________________________________________________________________________________
    __________________________________________________________________________________________

If preferred, the chair/director can submit a formal letter of support in lieu of answering questions 4 and 5 on this document.

Signature of supervisor ___________________________  Date ___________________________
Continuous Professional Development (CPD) Program

General Program Description
The FDC recognizes the importance for faculty to continuously develop, update and expand their knowledge and skills. The CPD grant is meant to complement the existing grant opportunities for faculty by supporting learning opportunities. The learning goals/skills/mechanical arts to be achieved should be tied to teaching and/or scholarly activities. The CPD grant is meant to cover expenses only (no stipends). Covered expenses include travel expenses to attend a workshop/course, course fees (including webinars or other online courses) and materials (e.g., books, DVDs, software), and housing for the duration of the course (if the course is not offered online).

Program Parameters, Eligibility and Priority

- The maximum grant award is $1,000. Once a CPD grant is awarded, the faculty member is not eligible to apply again for three years.

- A detailed budget must accompany the proposal, and expenses must be documented after completion of the activities.

- Awards are intended to cover expenses to be incurred during the current fiscal year (which ends July 31); any anticipated difficulties in meeting the July 10, 2020 deadline to submit receipts for reimbursement should be discussed with the Associate Dean of Curricular and Faculty Development.

- Except as noted here, all tenured and tenure-line faculty are eligible for a CPD grant. 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 CPD funding.

- 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 CPD Program unless the course or workshop occurs during the conference. In this situation, CPD funding can be used to cover course/workshop expenses (e.g., fees, supplies, extra overnight), but not to cover general travel to/from or housing during the conference itself. Funding for routine participation in meetings is available through the standard professional travel and expense fund administered by the Associate Dean and is described earlier in this Handbook.

- Although the FDC recognizes that CPD has a relationship with scholarship/artistic development, teaching, and instructional development, CPD grants are not intended to support research projects, development of new courses, or purchase of instructional materials. For such grants, refer to the Faculty Development Handbook guidelines for Artistic and Scholarly Development (ASD), Curriculum Development (CD), and Instructional Development (ID) grants.

- Grants cannot be used to cover expenses in fulfillment of degree requirements.
Criteria for Evaluation of CPD Grants
The FDC 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:

- Is the proposal clear and well written and comprehensible to the non-specialist?
- How significant is the planned training course or opportunity to the applicant’s pedagogical, artistic, or scholarly development?
- Did the applicant provide a budget and a careful explanation of its details?

Proposal Format and Content
The submitted proposal should supply the following, in the order listed below, with the Major Sections and Sub-Sections clearly labeled, using 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 the CPD Grant Application form at the end of this section).

2. **Summary of Previous CPD Grants** if applicable, list up to the last two CPD grants. For each grant, please give (a) date and amount of the award, and (b) how the grant contributed to your professional development.

3. **Narrative**: This section of the proposal cannot exceed 1,500 words in length. It should be divided into the following sub-sections:
   A. Training Opportunity. Describe the training opportunity.
   B. Professional Development. Describe how the learning goals/skills relate to the applicant's artistic, scholarly, or pedagogical development.
   C. Proposed Expenses. Provide a justification for expenses that corresponds to items requested on the application budget page.
   D. Proposed Timetable. Include a timetable for completion (especially if there is a series of seminars or workshops).

4. **CPD Grant Budget Page**: Complete the budget sheet provided at the end of this section. Budget requests should have been explicitly justified in the narrative.

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.
Submission Procedures and Timetable
Applicants should submit their completed application and all supporting materials to “fdc@iwu.edu” at or before each the submission deadlines.

Incomplete or late proposals will not be reviewed.

Application deadlines:
First review period: 4:00 PM, August 1, 2019
Second review period: 4:00 PM, October 1, 2019
Third review period: 4:00 PM, February 15, 2020

Note: The FDC will allocate $10,000 ($7,000 from the ASD and $3,000 from the CD & ID grant budgets) for the CPD grant. The FDC will inform the faculty about the budget allocated to CPD during the academic year and its availability.

Reimbursement Procedures
- All reimbursements require original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the Business Office website).

- To ensure the quickest turn-around time for reimbursement checks, please refer to the Appendix at the end of this Handbook for detailed instructions on preparing a reimbursement request.

Please note: Reimbursements submitted to the Mellon Center incorrectly or incomplete will be returned to the requestor without review.
Continuous Professional Development (CPD) Grant Application

Name___________________________________________________________

Department or School _____________________________________________________________________________________________

Brief Description of Training Opportunity:___________________________________________________________________________
_____________________________________________________________________________________________________________________________________________________________

Amount Requested_____________Your Email: _____________________________

Is this your first CPD grant application? ☐Yes ☐No

If no, in what year was your most recent CPD grant awarded? __________

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 ensure that your application is complete. Incomplete applications will be returned to the applicant without further consideration.

1. Summary of Prior CPD grants (if relevant) ☐
2. Narrative (as per format described in Handbook) ☐
3. CPD Budget Page ☐
4. Copy of Brief CV ☐

Signature_________________________________________Date______________________________
Continuous Professional Development (CPD) Grant Budget Page

Faculty Name____________________________

A. **Course/Training Fees** (please itemize) $______________


B. **Training Materials** (please itemize) $______________


C. **Travel** (please itemize) $______________


D. **Housing/Living Expenses** (please itemize) $______________


E. **Other** (please itemize)


**TOTAL (Maximum award $1,000)** $______________
Instructional Development (ID) Program

ID grants recognize that even small sums of money can 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 500-1,000-word narrative describing the course and its pedagogy as presently delivered and the proposed use of funds (including a budget description).

Examples of ID Grants
The following list of examples is illustrative rather than exhaustive. The FDC encourages faculty to be creative and not feel compelled to tailor proposals to fit those listed 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, CDs, DVDs, 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 consultation will have a lasting impact on the course.

Eligibility
All course instructors (tenured/tenure-track faculty members, adjunct faculty members, visiting faculty members, and instructional staff) are eligible to apply for ID 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 support. Funding must be used for the specified funded project. 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.

Submission Procedures and Timetable
- 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 cannot be obtained through your department budget.
  C. How the grant is expected to stimulate innovation and improve pedagogy.

- Complete the Instructional Development Grant Budget Page: Requests for electronic equipment, such as laptops and tablets, must be clearly justified with respect to instructional needs and efforts to obtain the best possible price.
• **Deadlines are 4:00 PM on the 20\(^{th}\) of each month (or the first weekday thereafter) from September through March of each academic year;**
• **Applicants should submit their completed application and all supporting materials to “fdc@iwu.edu” at or before each the submission deadlines.**

**Incomplete or late proposals will not be reviewed.**

**Reimbursement Procedures**

• *All reimbursements require* original, itemized receipts accompanied by the proper [Business Office Accounts Payable](#) form (found on the Business Office website).

• To ensure a seamless reimbursement process, please refer to the Appendix in the back of this handbook, for detailed instructions on the reimbursement process.

*Reimbursements submitted to the Mellon Center incorrectly or incomplete will be returned to the requestor without review.*
Instructional Development (ID) Grant Application

Name ________________________________

Course(s): ____________________________

____________________________________

Is this your first ID grant application? □Yes □No

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 ensure that your application is complete. Incomplete applications will be returned to the applicant without further consideration.

1. Detailed description (1-2 pages, Times or Times Roman, 12 point) □
2. Budget Page □

____________________________________
Applicant’s signature

____________________________________
Supervisor’s signature (indicates that the requested funds are not available from the department)
**Instructional Development Grant Budget Page**

Estimated expenses (Maximum $500). Include a description of each of the expenses in the 1-2-page narrative. If you are requesting books or videos, please provide specific titles and approximate costs.

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Total Amount Requested  
(Maximum award $500)  
$_______

**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 [https://libguides.iwu.edu/copyright](https://libguides.iwu.edu/copyright), or contact the University Librarian or your department's liaison librarian.
Archives Exploration and Research (AER) Award

Background
Tate Archives & Special Collections (https://www.iwu.edu/library/archives) is the department within The Ames Library that collects, preserves and provides access to rare books and manuscripts for individuals and organizations, including IWU’s own historical records. Collections curated by this unit span the 11th-21st centuries and offer unique opportunities for engaging curious minds on the methodological, technical and ethical aspects of collecting and sharing this kind of information.

These collections are in a variety of languages and formats (manuscript, media, book, and artifact). Some parts of these holdings are completely described and identified and some have yet to be thoroughly organized or examined. All are available to benefit the interests of on- and off-campus researchers.

General Program Description
The purpose of the archives is to serve as a resource and laboratory to stimulate and nourish research, creative teaching and learning. The goal of the Archives Exploration and Research Award (AERA) is to increase faculty awareness of the University's collections as a means for encouraging integration of these materials into their coursework and scholarly activities.

Some content in these collections is available electronically today, but historic formats have the ability to inspire and engage students in a way that is wholly different from what they experience at a computer. The olfactory and tactile experience of interacting with these collections opens a window to another time, sparks students’ curiosity, and makes a different learning experience possible.

Illinois Wesleyan University’s mission calls on us to offer “unique opportunities with distinctive curricula and programs.” The level of access to archival and special collections materials that undergraduates have at IWU, unrestricted and only moderately supervised, contributes to the mission of this institution and we welcome faculty and student researchers’ explorations of the University's holdings.

For further information about the Tate Archives and Special Collections: https://www.iwu.edu/library/archives/

For a brief look at selections from the collection: http://blogs.iwu.edu/asc/

AERA Program Parameters and Criteria for Evaluation
Two $150 AER awards are available each year, one per semester, for faculty to explore archival and special collections holdings in The Ames Library. The Faculty Development Committee does not envision the application procedure to be too laborious, and so invites tenured and tenure-track faculty members to submit the following information in one single-spaced page:

- Description of the archive materials the applicant is interested in investigating
Courses, if applicable, in which archive materials might be accessed and how teaching and learning might be improved by their use
- Scholarly research project, if applicable, and how archive materials will be used
- Proposed date and length of time for the applicant to explore archives and special collections

Application for the AERA does not preclude a faculty member from simultaneously applying for any other existing grant opportunities.

Application Procedures
- Proposals will be reviewed by the members of FDC and the University Archivist.
- Applicants should submit their completed application and all supporting materials to “fdc@iwu.edu” at or before each the submission deadlines.

**Incomplete or late proposals will not be reviewed.**

First review period: **4:00 PM, August 1, 2019**
Second review period: **4:00 PM, October 1, 2019**
Third review period: **4:00 PM, February 15, 2020**

*Note: please inquire from the Chair of FDC or the Associate Dean if the AERA is still available before submitting your proposal.*
Faculty Reading Groups
The Mellon Center provides support for a variety of faculty reading groups each year. 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 semester, and $1,800 total for Spring semester) 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 Mellon Center 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 or Spring term, please email the Associate Dean of Curricular and Faculty Development with your suggested topic and/or book selections as soon as possible. In order to provide sufficient time for groups to meet, read the book(s) and have time for meetings and discussions, proposals for the Fall semester must be received by October 1 (or 1st weekday thereafter). Proposals for the Spring semester must be received by February 1 (or the 1st weekday thereafter).
Pre-Tenure Leave Program
This program is designed to provide a concentrated opportunity for professional development for faculty in the period prior to tenure consideration. All pre-tenure faculty with satisfactory progress towards tenure will have the opportunity to receive one Pre-Tenure Leave before tenure consideration.

*Note:* The Pre-Tenure Leave program replaces what was previously known as the Junior Faculty Leave.

Eligibility Requirements
Faculty members at the rank of Assistant Professor become eligible to submit an application for a Pre-Tenure 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 Pre-Tenure 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 Pre-Tenure 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 Pre-Tenure 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 the 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.
- All sections of the proposal requested in this program description and in the prescribed format should be contained within the submitted proposal.

The submitted proposal should supply the following, in the order listed below, *with the Major Sections and Sub-Sections clearly labeled*, using 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.

Please consult exemplary proposals which can be found at: [https://www.iwu.edu/mellon-center/exemplarygrantproposals.html](https://www.iwu.edu/mellon-center/exemplarygrantproposals.html)
1. **Cover Page:** Please use the one-page coversheet provided.

2. **Summary of Project:** Include 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. (As explained in the Submission Procedures and Timetable section, applicants should email a Word copy of this Project Summary to fdc@iwu.edu.)

3. **Narrative:** This section of the proposal cannot exceed 2,500 words. It should be divided into the following sub sections.

   A. **End Product.** Please provide a clear description of the end product for the project.

   B. **Artistic or Scholarly Significance of the Project.** This section should discuss:
      - The nature of the problem to be examined
      - Artistic or scholarly context (or debate) applicant is addressing
      - The methodology to be used
      - The contribution the applicant expects to make with the project

   C. **Professional Significance of the Project.** This section should describe the importance of the project for the applicant’s professional development, highlighting ways in which the leave will have a major impact on the applicant’s professional development as a scholar or artist.

   D. **Proposed timetable.** Include a timetable for completion of the end product.

   E. **IRB/IACUC Review.** (If your proposed work does not involve animal or human subjects, write “Not Applicable” under this heading.) All research involving the use of animal or human subjects must receive approval from the proper institutional review committee. For such research, applicants should describe where their project is in the review process. The FDC must receive notification of approval before a Pre-Tenure 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://www.iwu.edu/provost](http://www.iwu.edu/provost)) for details on policies governing the use of animal or human subjects. IRB application forms are available at www.iwu.edu/irb.

4. **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.

5. **Letter of Recommendation:** The applicant’s immediate supervisor should send a letter of evaluation and recommendation to “fdc@iwu.edu” 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.** The FDC asks that the supervisor/recommender include the following in his/her evaluation:

- 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 faculty member’s progress towards tenure (If the recommender is not the applicant’s supervisor, a second letter should be submitted by the applicant’s immediate supervisor to address this point).

FDC encourages supervisors to begin thinking about staffing needs to replace the applicant’s teaching responsibilities.

**Submission Procedures and Timetable**

Complete applications (including hard copy of the full proposal and emailed Word copy of the Project Summary) must be received by the deadline for submission. **The deadline for submission is November 1** (or the first weekday thereafter) of the academic year preceding the requested leave.

Applicants should submit **one double-sided digital copy** of their completed applications and all supporting materials to “fdc@iwu.edu.” In addition, please **email a MS-Word copy of your 150-word “Summary of Project” to “fdc@iwu.edu”**.

**Incomplete or late proposals will not be reviewed.**

**Review Procedures and Reporting Requirements**

Primary criteria for the awarding of a Pre-Tenure Leave will be:

- the quality of the proposal (underdeveloped proposals will be returned with developmental feedback)
- the strength of the supervisor/recommender’s letter

The Provost will meet with the FDC and the Associate Dean and will consult with the Provost and 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 sent to “fdc@iwu.edu” by November 1** (or the first weekday thereafter) of the academic year following the leave.
Pre-Tenure Leave Application

Name__________________________________________  Your Email: ______________________________

Department or School________________________________________________________________________________________

First Year Appointed to a Tenure Line_______  Year of Tenure Consideration ________________

Have you applied for a Pre-Tenure Leave before?  If yes, when? _____________________________

Leave Requested for (please check one and fill in the year)

• 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

• Would you like to be considered for the Gardner Faculty Scholars Award?  □ Yes  □ No

• Will you use human beings as experimental subjects?  □ Yes  □ No
  If yes, please submit the appropriate approval notice.
  If you have questions about whether IRB approval or exemption is required for your project,
  please see the pdf link on “Policies and Procedures” at

• Will you use animals as experimental subjects?  □ Yes  □ No

• If so, have you requested IRB and/or IACUC approval?  □ Yes  □ No
  If yes, please submit the appropriate approval notice.
  (See the IACUC link to protocol forms at https://www.iwu.edu/associateprovost)

Please complete the following checklist by placing a check mark against each item to ensure that your
application is complete. Incomplete and/or late applications will be returned without evaluation.

1. Summary of Project emailed tofdc@iwu.edu)  □ Yes  □ No
2. Proposal as per format described in Handbook  □ Yes  □ No
3. A brief Vita  □ Yes  □ No
4. Supervisor/Recommender Letter  □ Yes  □ No

Please give name and email address of immediate supervisor.

Name: ______________________________  Email: ______________________________
Sabbatical Leave Program
The sabbatical program is intended to provide tenured faculty members the opportunity to grow as inspiring and effective teachers, scholars/artists. 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 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 intend to take their leave. Faculty should discuss with their department heads/supervisors 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 sabbatical application.

There is no longer a “Notification of Intent to Apply for Sabbatical Leave” form. Simply email your intentions to your chair/director, the Provost, and the Associate Dean of Curricular and Faculty Development the year before applying for a sabbatical.

For those intending to defer their sabbatical, the deferral notification form should be sent by the faculty member requesting the 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. The April 1 deadline allows the university to begin advanced strategic planning so as to address the staffing implications of the deferral. By May 1 or the first weekday thereafter, the supervisor should sign the deferral form and forward the original to the Mellon Center, with copies sent to the Provost and the faculty member. The deferral and final leave application forms are available at the end of this section.

Application Guidelines and Requirements
1. A copy of the sabbatical leave application should be submitted by the faculty member to his/her immediate supervisor by October 1, 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 submitted as a double-sided document to fdc@iwu.edu no later than 4 PM on November 1.

2. The narrative portion should begin with a 150-word summary suitable for publication and dissemination to faculty colleagues and to the IWU Board of Trustees. In addition to including this summary in your proposal, please also email the MS-Word copy of your summary to fdc@iwu.edu. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary and include the title, significance, goals and end product of your project in this document.

3. The narrative should be skillfully written with the following criteria in mind:

- the body of the narrative is ≤ 2,500 words
- specify the objectives of the proposed leave
- explain in detail how these objectives/goals will be reached as a result of the leave
• make the proposal comprehensible to the non-specialist, so as to allow the FDC members from other disciplines to assess the quality, significance, and feasibility of the project
• emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to your scholarly/artistic community
• locate technical or highly discipline-specific content and references, if any, in an appendix or footnotes
• indicate the importance of the proposed leave to the applicant’s personal and professional development as a teacher, scholar/artist
• summarize the applicant’s record of accomplishment on previously IWU-funded grants and leaves.

4. The applicant’s immediate supervisor should send a letter of evaluation and recommendation to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA), 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.** The 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, scholar/artist
- an assessment of the applicant’s record of accomplishment on previous grants and leaves
- the staffing plan for replacing the applicant’s teaching responsibilities

For proposals requiring a supervisor's letter when the applicant is a department chair or program director, in these instances the Provost is the supervisor and would write the letter. It is standard practice, though, for the Provost to defer to a senior member of the department or program to write the letter of support in his/her stead. As a professional courtesy, candidates should email the Provost to inform him/her that he/she will apply for a grant, because the Provost may wish to suggest an individual or individuals who might be appropriate to write the letter. The candidate should then make all necessary arrangements to have a colleague write and submit their letter of support prior to the application due date.

5. All research involving the use of animal or human subjects must receive approval from the proper institutional review committee. The 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](http://www2.iwu.edu/provost)) for details on policies governing the use of animal 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 Mellon Center.

6. All applicants should submit a current curriculum vita. In addition, applicants who have received Artistic and Scholarly Development (ASD) funding since the last sabbatical 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. Applicants should submit a double-sided digital copy of their application and all supporting materials tofdc@iwu.edu by 4 PM on November 1 (or the first weekday thereafter). 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 Pre-Tenure leave, if any, must be on file with the Mellon Center in order for your application to be considered.

**Review Procedures and Reporting Requirements**
The Mellon Center will forward all elements of the proposal and the supervisor’s evaluation to the FDC for its careful review. As part of its review, the FDC may request clarification or additional information regarding proposals or supervisors’ letters.

The Provost will meet with members of the 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.*

For leaves or course releases taken the previous academic year, a written summary of the completed leave program is due on November 1 (or the first weekday thereafter). There is no formal report form, but a 1,000-1,500 word report of scholarly/artistic 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 Mellon Center. This report becomes an important part of the 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.
Request to Defer Sabbatical Leave

Name__________________________________________________________

Department or School______________________________________________

Year of Appointment______________________________________________

Tenure Granted in ________________________________________________

Total Number of Leaves Granted_______ Year of Last Leave_______________

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

I am eligible to apply for a sabbatical leave in______.

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

_____ one year (must file Sabbatical Leave Application in _______)

_____ two years (must file Sabbatical Leave Application in _______)

Please forward this form to your immediate supervisor by April 1 (or the first weekday thereafter). He/she will file the original with the Mellon Center and file copies with the Provost and the Office of Institutional Research and Planning. The Mellon Center will confirm receipt of your request by email.

This form is not forwarded to the Faculty Development Committee, but it will either establish your eligibility to apply during the fall semester

-OR-

it will formally defer the date of your application, without altering the timeline for subsequent sabbaticals.

Applicant’s Signature_______________________________________________ Date ______________

Supervisor’s Signature_______________________________________________ Date ______________
Sabbatical Leave Application

Name________________________________________________________Department or School_____________________

Year of Appointment____________________Tenure Granted in ____________________________

Total Number of Leaves Granted_______________Year of Last Leave_____________________
(A report on the last leave must be filed in the Mellon Center before you can apply again.)

Title of Sabbatical Project _________________________________________________________________

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

Would you like to be considered for the Gardner Faculty Scholars Award? ☐ 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 (≤150 words) ☐
3. Supervisor's letter ☐
4. Narrative (≤2,500 words) ☐
5. IRB approval notice or verification that approval has been requested ☐
6. Curriculum Vita ☐
7. Report of previous Sabbatical or Junior Faculty/Pre-Tenure Leaves, if any (File separately with the Mellon Center) ☐
8. Electronic summary (email Word copy to fdc@iwu.edu) ☐

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_________________

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**Gardner Faculty Scholars**

Dr. Mona Gardner, Adlai H. Rust Professor Emerita of Insurance and Finance has been an exemplar of teaching, serious academic accomplishment, and service to Illinois Wesleyan University. Joining IWU in 1988, she received the University's DuPont Award for Teaching (now the Kemp Foundation Award for Teaching Excellence) in 1993. During her 19 years at the University, Gardner served as Chair of the Business Administration Department, the first May Term Director, and the first Director of the Mellon Center for Faculty and Curriculum Development after it was established in 1995. The following year, she was named the first Associate Dean of the Faculty. Her last role at IWU was as the first Director of Institutional Research and Planning, a position created by President Minor Myers, jr., where she served from 2003 until her retirement in 2007.

It is in that spirit of academic excellence and service to IWU that Dr. Gardner has invested in the success of current and future faculty by establishing the Gardner Faculty Scholars fund. The goal of the program is to encourage the development of strong plans for sabbatical leaves and to bring further attention to the outstanding scholarly and creative work of the faculty. Such work is vital to IWU because it informs and supports the teaching excellence that is the hallmark of an Illinois Wesleyan education.

Each year, one pre-tenure\(^1\) faculty member and one tenured faculty member will be selected by the Faculty Development Committee for recognition as Gardner Faculty Scholars based on the quality and promise of their sabbatical plans. The application process involves a brief addendum to existing criteria for sabbatical leave proposals, requiring only that the faculty member clearly indicate on the cover page of the proposal whether s/he wishes to be considered for the award. Each Gardner Faculty Scholar (pre-tenure, tenured) will receive an award certificate and $3,000 to be used as the recipient sees fit to support their scholarly/creative work while on leave. Some faculty may choose to have the award serve as a stipend\(^2\). Others may choose to have the award support reimbursable expenses such as expendable supplies, research travel, data access, etc\(^3\). The Gardner Faculty Scholar prize does not limit a faculty member’s eligibility for other forms of sabbatical leave support (eg, Artistic and Scholarly Development grants, Curriculum Development grants, Continuous Professional Development grants, Instructional Development grants, Provost discretionary funds, etc.).

Gardner Faculty Scholars will be announced by the President at the first faculty meeting of the spring semester with a press release to accompany the announcement of the awards.

Gardner Scholars will file their normal post-sabbatical reports, and these outcomes will be shared with Dr. Mona Gardner, Adlai H. Rust Professor Emerita of Insurance and Finance.

\(^{1}\) In the event that the FDC determines that the pre-tenure applicant pool is insufficient to identify a compelling recipient of the pre-tenure award, a second tenured Gardner Scholar may be identified.

\(^{2}\) Salary will be paid through normal payroll procedures and includes appropriate withholding measures.

\(^{3}\) Reimbursements will be processed through the Mellon Center.
Additional Development Opportunities
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 Grants and Foundation Relations office 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.

Eckley Summer Scholars and Artists Endowment
Each year five fellowships will be awarded to meritorious students to work full-time on campus over the summer as scholars and artists under the supervision of a tenure-line faculty member. For information on the Eckley Scholars and Artists Program visit https://www.iwu.edu/research/eckley-summer-endow.html.

Directors of the IWU London and Spain Programs
IWU has two semester-length study abroad programs in London (Fall Semester) and Spain (Spring Semester), which are offered every year under the direction of selected faculty members. The faculty members selected for these positions bear responsibility for the overall academic and administrative management of their program as well as for the general well-being of the students involved.

Applicants for these positions must be tenured or tenure-line, with a minimum of 5 years of service at IWU. Faculty members interested in learning more about the programs and the application process may contact Stacey Shimizu in the International Office (sshimizu@iwu.edu) or the Provost’s Office.
Technos International Week Opportunity

The Tanaka Ikueikai Educational Trust presents and funds the Technos International week, a two-week all expenses paid trip to Japan during the summer. Every year IWU is invited to send representatives consisting of one faculty leader and two students to join representatives from five U.S. colleges, as well as colleges in New Zealand, England, and Taiwan. This program is designed to promote understanding and establish friendship ties between Japanese youth and their counterparts in these countries. The trip exposes the group to different aspects of Japanese life by visiting various places and attending different activities in the city of Tokyo, and surrounding towns, villages and mountainside. In the course of the trip, the faculty representative will have the opportunity to stay with a Japanese family. In addition, the faculty member and students are also expected to give a presentation about IWU to introduce our university, and they will be invited to give a presentation or guest lecture on aspects of their scholarship/ artistic work appropriate to Technos College.

Responsibilities of the Technos faculty leader include:

1. participating in the selection of the student representatives (to be done in early February);
2. working with the Director of the International Office to prepare for the trip, organizing the on-campus orientation meeting, coordinating with the Technos staff and our students during the trip, and, in general, representing IWU on various occasions;
3. upon return, writing a brief report on the trip, including an account of its expected faculty development impact. This report is due in the Mellon Center in the September following the trip;
4. participating in two group spring semester presentations on campus, one at the Asian Studies Colloquium, and one to the Introduction to International Studies class (IS 240).

The Tanaka Trust stipulates that participants in this program should meet the following criteria:

1. a genuine interest in Japan, its people, culture and history;
2. an excellent academic record;
3. a willingness to meet people from different racial and cultural backgrounds and experience elements of Japanese culture, living conditions and cuisine which may be foreign;
4. no previous travel experience in Japan (guest participants should be new to all cultural, geographical and interpersonal aspects of the program);
5. little or no proficiency in the Japanese language (guest participants are encouraged to use English with their counterparts at Technos International College);
6. citizenship of the United States, United Kingdom, New Zealand or a country whose citizens are permitted similar visa waiver conditions for a short-term entry to Japan.
Faculty applications for Technos summer of 2020 should be emailed to Stacey Shimizu (sshimizu@iwu.edu) no later than **4:00 p.m. on Friday, November 30, 2019.** The completed application will include:

1. an expression of interest that includes a short (one page) statement explaining how this trip will benefit your teaching and your professional development;

2. a brief curriculum vita.

A call for applications will be issued by email in early November 2019. Applications will be reviewed by an ad-hoc committee composed of two FDC members, two International Studies faculty members, the Director of the International Office, and the Associate Dean of Curricular and Faculty Development (ex-officio, non-voting). The committee will make a decision by the end of December.

Any questions about this program should be directed to Stacey Shimizu, Director of the International Office (x1096 sshimizu@iwu.edu).
Reimbursement Process for **ALL** Supported Initiatives
(e.g. Faculty Travel, Grants, Awards, Workshops, Materials, Supplies, etc.)

Faculty pay for their travel and development opportunities themselves, and therefore should be mindful to obtain and keep itemized receipts and all relevant documentation of each expenditure.

After the travel is complete/items purchased, faculty seek reimbursement through this process:

1. Download the appropriate IWU expense form from the Business Office website. There are 3 different forms to choose from:
   i. For shorter travel, use the Travel Expense Voucher
   ii. For travel longer than a week, use the Weekly Travel Expense Voucher
   iii. For simple reimbursements, such as food for an event, or a membership dues, books, etc., use the Request for Non-Invoice Payment

2. On the corresponding expense form, faculty will fill in their name (payee), ID number, purpose of the reimbursement (e.g., 18-19 ASD Grant travel, Professional Development, Professional Membership Dues, etc.), itemization of each purchase and total amount of all receipts.

3. Attach all receipts to the filled-in expense form and submit them to the Mellon Center, 3rd Floor CLA, Christine Horner, chorner@iwu.edu.

4. The Mellon Center will code and sign to approve the expense form, then submit it along with all included itemized original receipts to the Business Office for processing.

   o Faculty should complete the expense form and submit it along with all receipts to the Mellon Center as soon as they return from professional travel, or as soon as purchases have been made. For auditing purposes, **all expenses** (except automobile mileage), regardless of the amount, **must be documented with original itemized receipts**, vouchers, or similar statements (listing the individual purchases as well as prices in U.S. currency, including *daily exchange rate documentation* where applicable). Expenses of nominal value, such as taxi, bus fares, tolls and tips, **must** include dates and purposes in the reimbursement documentation.

   o The Mellon Center processes reimbursements for the purpose of tracking funds. Faculty should plan for **at least a two-week turnaround time** for check processing and must keep in mind that reimbursements ultimately come from the Business Office. Faculty members seeking reimbursement can speed up the process by completing all necessary forms, attaching all necessary receipts, etc.

**PLEASE NOTE:** Reimbursement requests submitted to the Mellon Center incorrectly or incomplete will be returned to the requestor without review.

*Exchange Rate Documentation:* If charges were originally in a non-U.S. currency, it is the responsibility of the faculty member seeking reimbursement to convert each receipt to USD using a **daily conversion rate**. The Business Office **requires** that each receipt be converted according to a **daily** rate, figured using a currency converter website, such as XE Currency Converter, Google Currency Exchange Calculator, OANDA Currency Exchange Converter, and they also require documentation of the website used.
To avoid the payment of sales tax in those instances where it is non-refundable, faculty may use the University’s Tax Exempt Letter (available through the Business Office). Sales tax exemption applies to sales tax (IL sales tax is often not a reimbursable expense, as is the case with the purchasing of materials – books, lab equipment, supplies, etc.), but sales tax does not extend to hotel tax, transportation fees, etc., and therefore tax on these types of expenses are reimbursable. For additional information on sales tax and what does and does not qualify for reimbursement, please contact the University Business Office.

To accommodate the University's end-of-fiscal-year accounting requirements, no expense forms will be accepted from the standard professional development budget after July 10, 2020. Any requests coming in after this date will be drawn against the next fiscal year’s allotment (as applicable).

The Business Office will not process incomplete requests. Therefore, incomplete requests received in the Mellon Center will be returned to the faculty member for completion.
2019-2020 FDC Committee Members

Will Jaeckle (T-Biology), Chair
Robert Erlewine (T-Religion) *Fall Semester only*
Ilaria Osella-Durbal (T-Economics)
Brandi Reissenweber (U-English), Vice-Chair
Jeremy Sather (U-WLLC)
Kevin Sullivan, (Mellon Center, Associate Dean), *ex officio*