2016-2017
Faculty Development Handbook
## 2016-2017 Master Calendar of Deadlines

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September 1, 2016</strong></td>
<td>ASD, CD and CPD grant applications due in Mellon Center (first review period).</td>
</tr>
<tr>
<td><strong>September 20, 2016</strong></td>
<td>First round of ID grant applications due in Mellon Center. <em>(Normal deadlines are the 20th of each month (or the first weekday thereafter) from September through March of each academic year.</em></td>
</tr>
<tr>
<td><strong>October 12, 2016</strong></td>
<td>Sabbatical Leave, Junior Faculty Leave and Senior Faculty Research Program applications for 2016-17 (for leaves which will occur in 2017-18) due to applicant's supervisor.</td>
</tr>
<tr>
<td><strong>November 1, 2016</strong></td>
<td>Sabbatical Leave, Junior Faculty Leave and Senior Faculty Research Program applications for 2016-17 (for leaves which will occur in 2017-18) due in Mellon Center. Reports on all ASD grants received or leaves taken in 2015-16 due in the Mellon Center. <em>(NOTE: If a grant is still in progress as of November 1, applicants should submit a progress report.)</em> Post-tenure Review Resource Request forms due in Mellon Center from individuals participating in 2015-16.</td>
</tr>
<tr>
<td><strong>December 1, 2016</strong></td>
<td>ASD, CD and CPD grant applications due in Mellon Center (second review period).</td>
</tr>
<tr>
<td><strong>December 2, 2016</strong></td>
<td>Technos applications to be submitted to Stacey Shimizu in the International Office</td>
</tr>
<tr>
<td><strong>March 21, 2017</strong></td>
<td>ASD, CD and CPD grant applications due in Mellon Center (third review period).</td>
</tr>
<tr>
<td><strong>April 3, 2017</strong></td>
<td>Request to Defer Sabbatical Leave applications due to applicant’s supervisor. Summary Form from 2016-17 PTR participants due in the Mellon Center, participant's department and Provost’s office (Deadline is April 1st or the first weekday thereafter).</td>
</tr>
<tr>
<td><strong>May 1, 2017</strong></td>
<td>Request to Defer Sabbatical Leave applications due in Mellon Center.</td>
</tr>
<tr>
<td><strong>July 10, 2017</strong></td>
<td>Last day to submit expense vouchers or reimbursement requests for payment from the 2016-17 fiscal year.</td>
</tr>
</tbody>
</table>

*Updated 8/12/16 sba*
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To: Faculty Colleagues

From: 2015-16 FDC

We are pleased to present, in cooperation with the Mellon Center, the 2016-17 Faculty Development Handbook. We believe that Illinois Wesleyan University’s financial support of faculty through the programs listed herein is gratifying and a credit to the work we all do. While annual grant awards total thousands of dollars, excluding leave and regular travel programs, the high quality of faculty proposals heightens the competition for funds. We hope the following suggestions will be helpful in your preparation of grant and leave proposals.

- Every program requires that proposals be CLEAR and WELL-WRITTEN in non-technical terms; please address the committee as non-specialists in your field or sub-field. Consider having an academic colleague outside your field read a draft. The committee cannot evaluate proposals that it cannot understand.

- Some programs have deadlines spread throughout the academic year. Since competition for funds increases as the year progresses, and the possibility for partial funding correspondingly increases, the FDC encourages you to apply early. Even if your ASD, CD, CPD or ID grant application is for work you plan to conduct later in the academic year or in the summer, you can submit an application at an earlier deadline. Early submission also allows for resubmission should the FDC not fund your proposal the first time.

- For the Junior Faculty Leave program, you should apply as early in your career as the guidelines permit, to allow for resubmission in subsequent years should the FDC not select your proposal the first time.

- When required, a report on previous grants or leaves must be submitted to the Mellon Center. Whenever a grant or leave requires a report, you will not be eligible to apply for a second time unless this report is on file. The report is invaluable in explaining to members of our academic community and to others what you have accomplished with the funds.

- The Committee reserves the right to ignore incomplete applications, as the responsibility for complete applications (including appropriate signatures and supporting letters) falls upon the applicant. Therefore, the committee strongly recommends that applicants plan ahead, leaving significant time in the application process to obtain signatures and supporting letters.

We encourage each and every member of the IWU faculty to think creatively about how these programs can provide money and/or time for continuing professional development and achievement. The FDC welcomes your input regarding the continued enhancement of the IWU Faculty Development programs.
### 2015-16 Grant and/or Leave Recipients

**Artistic and Scholarly Development (ASD) Grants**

<table>
<thead>
<tr>
<th>September</th>
<th>December</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min-hyung Kim Political Science</td>
<td>Crystal Boyce Library</td>
<td>Meghan Burke Sociology</td>
</tr>
<tr>
<td>Explaining South Korea’s Strategic Choice</td>
<td>Reference Desk Staffing Models: A Comprehensive</td>
<td>Special Issue: New Frontiers in the Study of Colorblind Racism</td>
</tr>
<tr>
<td>New species of Andes Frogs (genus Phrynopus)</td>
<td>Survey of Reference &amp; Research Support Desk</td>
<td>Joanne Diaz English</td>
</tr>
<tr>
<td>from Peru</td>
<td>Directors</td>
<td>Comedies of Tough Love (Book chapter for The Oxford Handbook of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shakespearean Comedy)</td>
</tr>
<tr>
<td>Diego Mendez-Carbajo Economics</td>
<td>Brian Brennan and Ann Eckhart Chemistry/Nursing</td>
<td>Tao Jin Religion</td>
</tr>
<tr>
<td>The Local Economic Impact of Nonprofit</td>
<td>Understanding the Relationship of Fatigue and</td>
<td>The “Mahāyāna” in the Awakening of Faith in Mahāyāna: Its Meaning</td>
</tr>
<tr>
<td>Organizations</td>
<td>Inflammation in Cardiac Patients</td>
<td>and Use, and the Confusion thereof</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emily Kelahan Philosophy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>“Natural” and “Artificial” Beliefs in Hume’s Virtue Epistemology</td>
</tr>
<tr>
<td>Kathleen O’Gorman English</td>
<td>Christina Isabelli Hispanic Studies</td>
<td>Meg Miner Library</td>
</tr>
<tr>
<td>The Silent History: Two Stories</td>
<td></td>
<td>Illuminating Institutional History with the Oral History Metadata</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Synchronizer</td>
</tr>
<tr>
<td>Ilia Radoslavov School of Music</td>
<td>Abigail Kerr Psychology</td>
<td>Ram Mohan Chemistry</td>
</tr>
<tr>
<td>Beethoven’s Complete Sonatas for Piano and</td>
<td>Improving the wheel: Comparing two models of</td>
<td>Synthesis of Dihydrobenzopyrans Using Erbium(III) Salts</td>
</tr>
<tr>
<td>Violin in Performance</td>
<td>ischemic stroke on behavioral outcome</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mario Pelusi School of Music</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bebop Gestures for Ten Instruments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Molly Robey English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>World Religions and the College Girl: Investigating the Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dani Snyder-Young School of Theatre Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emancipating the “spect-actor”</td>
</tr>
<tr>
<td>Jason Themanson Psychology</td>
<td>Amanda Vicary Psychology</td>
<td>Cesar Valverde Hispanic Studies</td>
</tr>
<tr>
<td>The Relationship Between Social and Cognitive</td>
<td></td>
<td>Fuentes and Buñuel: Masculinity and Gothic Aesthetics in a Barren</td>
</tr>
<tr>
<td>Self-Regulatory Control</td>
<td></td>
<td>Mexican Landscape</td>
</tr>
</tbody>
</table>


### Curriculum Development Grants

<table>
<thead>
<tr>
<th>Month</th>
<th>Faculty Name</th>
<th>Department</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Carmela Ferradans</td>
<td>Hispanic Studies</td>
<td>SPAN 280: Reading and Writing Culture</td>
</tr>
<tr>
<td>December</td>
<td>Loralyn Cozy</td>
<td>Biology</td>
<td>BIO 314: Microbiology</td>
</tr>
<tr>
<td></td>
<td>Tian-Xiao He and Dan Roberts</td>
<td>Mathematics</td>
<td>MATH 370: Intro to Research in Mathematics</td>
</tr>
<tr>
<td>March</td>
<td>Abigail Kerr</td>
<td>Psychology</td>
<td>PSYCH 100: General Psychology</td>
</tr>
<tr>
<td></td>
<td>Carolyn Nadeau</td>
<td>Hispanic Studies</td>
<td>SPAN 340.1/340.2: Spanish and Marketing/Spanish and Business Law</td>
</tr>
<tr>
<td></td>
<td>Kristine Nielsen</td>
<td>School of Art</td>
<td>Art 322: Contemporary Art</td>
</tr>
<tr>
<td></td>
<td>Adriana Ponce</td>
<td>School of Music</td>
<td>HUM 270/SPAN 305: Andalucia: A Merging of Tradition and Modernity</td>
</tr>
</tbody>
</table>

### Instructional Development Grants

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Department</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Jaeckle</td>
<td>Biology</td>
<td>Purchase of an “eyepiece camera” to enhance laboratory instruction in Biology 313</td>
</tr>
</tbody>
</table>

### Junior Faculty Leave

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nawaraj Chaulagain</td>
<td>Religion</td>
</tr>
<tr>
<td>Loralyn Cozy</td>
<td>Biology</td>
</tr>
<tr>
<td>Ellen Furlong</td>
<td>Psychology</td>
</tr>
<tr>
<td>Molly Robey</td>
<td>English</td>
</tr>
</tbody>
</table>

### Research Leave

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diego Mendez-Carbajo</td>
<td>Economics</td>
</tr>
<tr>
<td>James Plath</td>
<td>English</td>
</tr>
<tr>
<td>Kevin Strandberg</td>
<td>School of Art</td>
</tr>
</tbody>
</table>

### Sabbatical Leave

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Callahan</td>
<td>French &amp; Francophone Studies</td>
</tr>
<tr>
<td>Mary Coleman</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Irving Epstein</td>
<td>Educational Studies</td>
</tr>
<tr>
<td>Gordon Horwitz</td>
<td>History</td>
</tr>
<tr>
<td>Min-hyung Kim</td>
<td>Political Science</td>
</tr>
<tr>
<td>*Edgar Lehr</td>
<td>Biology</td>
</tr>
<tr>
<td>Brenda Lessen</td>
<td>School of Nursing</td>
</tr>
<tr>
<td>Mignon Montpetit</td>
<td>Psychology</td>
</tr>
<tr>
<td>Michael Seeborg</td>
<td>Economics</td>
</tr>
<tr>
<td>Chuck Springwood</td>
<td>Anthropology</td>
</tr>
</tbody>
</table>

* Full Year at Full Pay
Overview

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

Some grant programs focus on providing for expenses related to research or scholarly and artistic activity, including direct stipends to faculty and wages for student research assistants, while others support curriculum development. During the 2015-16 academic year, $66,374.91 was awarded by the University to support faculty Artistic/Scholarly Development (ASD) grants; $13,336 to support Curriculum Development (CD) grants; $489 to support an Instructional Development (ID) grant; and $4,994 in Continuous Professional Development (CPD) grants.

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

Members of the Faculty Development Committee (FDC) are involved in evaluating almost all internal grant and leave proposals. To avoid a conflict of interest, an FDC member who has submitted a grant or leave proposal or who has written an evaluative letter for a colleague’s proposal must excuse him/herself during the committee’s deliberations on that proposal. In addition, although the FDC is responsible for general oversight of policies governing the Post-tenure Review Program, it is not involved as a committee with individual reviews. All grant and leave programs, including the Post-tenure Review Program, are administered through the 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 teachers, scholars, and curriculum developers. Operating independently, apart from any evaluation system, 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 publication, exhibition, or performance
travel support for faculty attending and participating in selected national or regional conferences related to teaching or scholarly research
support for faculty members participating in post-tenure review projects
support for faculty reading groups

Communication

informal lunch discussions of classroom 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
a website with information on the Mellon Center’s activities and programs (http://www.iwu.edu/melloncenter)

Information Resources

sources of information on issues, initiatives, and trends related to college teaching and the undergraduate curriculum nationally
a repository for syllabi and sample assignments for Gateway and May Term courses
books, monographs, newsletters, DVDs, and periodicals on teaching and curriculum development, in the Ames Library
books, periodicals, and literature on teaching and curriculum development, 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.
Standard Professional Travel and Expense Opportunities

Standard Allotments and Supplements

IWU offers partial support during the academic year for expenses related to professional development or achievement, and this budget, with the exceptions noted below, is administered through the Mellon Center. $129,074.19 was expended through this program in 2015-16. The Provost and Associate Dean, 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. In 2016-17, these funds can be drawn upon from August 1, 2016 through July 10, 2017, and the following limits apply:

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

Expense Restrictions and Limitations

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

Additional limits on specific expense items apply:

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

To accommodate the University’s end-of-fiscal-year accounting requirements, no expenses can be paid from the standard professional development budget after July 10, 2017. Faculty members should submit their documented requests for reimbursement (see below) to the Mellon Center no later than that date. University policy permits reimbursement for mileage, airfare, or other transportation; meals; conference registration; and lodging. The IWU Business Office requires original itemized receipts (listing the individual purchases as well as the prices in U.S. currency, including exchange rate documentation), regardless of the amount. Expenses of nominal value, such as taxi, bus fares, tolls and tips, must include dates and purposes in the reimbursement documentation. Procedures for using remaining funds for travel or expenses that will occur after July 10 are described in subsequent sections.
Travel and State Department Advisories

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

http://travel.state.gov/content/passports/english/alertswarnings.html

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

Departmental Professional Travel and Expense Funds

In 2016-17, the FDC has again recommended that each department be allocated $200 per occupied tenure line to support faculty travel expense requests beyond the standard allotment and supplement. Until April 3, 2017, department chairs, in consultation with department members, may award these funds to augment standard allotments and supplements according to their professional judgment about uses that will make the strongest contribution to departmental goals for faculty development. These departmental funds may be awarded only to members of the tenure-line faculty.

Funds neither used nor committed for a specific purpose by April 3, 2017, will return to the general pool for the remainder of the academic year. Tenure-line faculty should consult their department chairs early in the academic year to discuss whether some of their travel or professional membership needs might be accommodated from the department's pool.

Other Sources of Professional Travel Support

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

Requesting Professional Travel Funds

Faculty Travel Request forms are available from department offices or from the Mellon Center. The forms are also on the Mellon Center's website: https://www.iwu.edu/melloncenter/FDC.html. All requests must have the department head/supervisor's signature. If using the duplicate page form, submit it directly to the Mellon Center, and the approved yellow copy will be sent back via campus mail. If using the fillable .pdf version, please submit it directly to the Mellon Center OR scan completed request (after obtaining department head/supervisor's signature) and email directly to Sharla Brown-Ajayi, sbrownaj@iwu.edu, and the approved request will be scanned and emailed back.

• Requesting the Standard Allotment/Supplement

Full-time faculty requesting to use some or all of their standard allotment and supplement should submit a Faculty Travel Request form to the Mellon Center prior to traveling (see
sample form on p. 10). As stated in the Faculty Handbook (Chap V, p26), reimbursement for travel that was not pre-approved will only take place if a surplus remains in the travel budget at the end of the fiscal year.

- Requesting Funds Beyond the Standard Allotment

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

- Requesting Funds Across Fiscal Years

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

Claiming Expenses

IWU Expense Vouchers are available in departments, from the Business Office, the Mellon Center, or online at:

https://www.iwu.edu/bus/forms/Travel-Expense-Voucher.pdf

Faculty members should file IWU Expense Vouchers in the Mellon Center as soon as they return from professional travel. For auditing purposes, all expenses (except automobile mileage) must be documented with itemized receipts (listing the individual purchases as well as the prices in U.S. currency, including exchange rate documentation), vouchers, or similar statements, regardless of the amount. Expenses of nominal value, such as taxi, bus fares, tolls and tips, must include dates and purposes. Normally, expense forms are processed by the Mellon Center within one week and reimbursement checks are available in the Business Office within 7 to 10 days. Any delay beyond that time is usually because the traveler has not submitted appropriate receipts; for their benefit, therefore, faculty should take extra care to submit complete documentation.

Other Travel

Administrative Travel

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

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

For 2016-17, the FDC has recommended the following guidelines: Support is limited to Junior or Senior students with well-defined research/artistic programs that are supervised by members of the faculty. The budget pool is $6,000, with an annual per-faculty limit of $1,000. Funding limits per student are up to $200 for travel within a 250-mile radius of Bloomington-Normal or up to $400 for travel outside the 250 mile radius. This system enables a faculty member to support the travel of five students at $200 each, or, for example, ten at $100 each (if enough students qualify and are working collaboratively with the Professor), or two students at $400 each for travel outside our area, or other such variations. The Provost will consider requests for higher amounts per student (provided the annual per-faculty limit is not exceeded) on a case-by-case basis; relevant factors will include the distance from IWU to the destination, the length of the proposed stay, and how expensive an area the student will be visiting.

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

Upon return, funds can be claimed by completing an IWU expense voucher and submitting it to the Provost’s Office. Expense vouchers can be downloaded at:

https://www.iwu.edu/bus/forms/Travel-Expense-Voucher.pdf

University policy permits reimbursement for mileage, airfare, or other transportation; meals; conference registration; and lodging, with itemized receipts.
General Expenditure Guidelines

To make faculty development funds go as far as possible, the FDC requests that applicants make every effort to obtain the best possible price for all purchases. Toward this end, the FDC strongly recommends that applicants and awardees:

- Consult with Information Technology (ITS) regarding pricing and purchase of electronic equipment, such as laptops and tablets.
- Consult with library staff regarding pricing and purchase of texts or media.
- Use the University’s IRS tax-exempt letter when making purchases, as the savings allows faculty development funds to stretch even further. Taxes on purchases will be reimbursed to faculty, but using the tax-exempt letter will extend available funds. Awardees’ letters of approval will include the tax-exempt letter, and it can also be obtained from the Mellon Center or the University Business Office.
Faculty Travel Request
Must be approved 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 __________________________

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

Are You:

on the program

And/or

an officer of the sponsoring group

Provisions for Classes that will be missed:

Estimated Total Cost of Trip __________________________

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

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

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

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

Annual Allotment Expended to Date: __________________________

Department Head's Approval

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

DO NOT WRITE BELOW THIS LINE

Action by Associate Dean

Travel Approved __________________________ Reimbursement up to $ __________________________

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

Name: _______________________________________   Date of Request: ____________________

Address: _____________________________________ Junior _____  Senior ______

Destination of Proposed Travel ___________________    Mileage from IWU _______________

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

_____________________________________________________________________________________

_____________________________________________________________________________________

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

Anticipated Travel Expenses:  
Transportation: (airfare, train fare, etc.)  _______________
Ground Transportation (e.g. taxi)       _______________
Lodging     _______________
Meals      _______________
Conference Registration    _______________
Other (please describe)    _______________

TOTAL _______________________

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

Faculty Sponsor Approval ______________________________________________________

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

******************************************************************************

Action by the Provost and Dean of the Faculty

Travel Amount Approved __________   Account to be charged #__________

Signed     _____________________________________________________________________
Provost and Dean of the Faculty

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

Expense Voucher Authorized:   Amount $ __________  Date paid: _______________

Revised 8/07
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. A qualifying artistic/scholarly endeavor must be intimately and directly tied to the creation of some planned end product (e.g., an article, a performance) in an area of the faculty member’s professional competence. 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 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. 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, 2017 deadline to submit receipts for reimbursement should be discussed with Sharla Brown-Ajayi (sbrownaj@iwu.edu or x3760). It may be possible in some cases to extend the period during which grant funds can be spent to 18 months.
- Grants cannot be used to cover expenses for research undertaken in fulfillment of degree requirements.
- Except as noted here, all tenured and tenure-line faculty are eligible for an ASD grant. Because their scholarly and artistic energies should be devoted to completion of their graduate training, faculty who have not yet completed the appropriate terminal degree required for appointment to the rank of Assistant Professor or higher are not eligible for ASD funding.
- Funding must be used for the specified project for which funding was requested, and cannot be used to fund past projects.

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 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.
• 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 (please refer to the *General Expenditure Guidelines* section of this *Handbook* for additional information).

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

• A qualifying artistic/scholarly endeavor must be intimately and directly tied to some planned end product. A clear end product such as a journal article, a book chapter in an edited volume, a presentation at a conference or a performance must be identified. NOTE: 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 significant are the project and the specified end product to the applicant's artistic or scholarly achievement?

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

• Is the proposal clear and well written? Is the methodology clear?

• Does the applicant have a record of completing previously funded projects?

• Will significant progress be made toward achieving the goals outlined in the proposal grant period?

• Did the applicant provide a budget and a careful explanation of its details? 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. (See guidelines for Curriculum Development (CD) grants, p 19.)

**Proposal Format and Content**

Before beginning your proposal, please refer to the general advice to all applicants on page iii of this *Handbook*. 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 Word copy of this summary to Sharla Brown-Ajayi, sbrownaj@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 that previously proposed. A 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 are not on file.

4. **Narrative**: This section of the proposal should *not* exceed 5 pages in length. It should be divided into the following sub-sections:

   A. **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) applicant is addressing
      - The methodology to be used
      - The contribution the individual expects to make with the work

   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
      - justification for expenses that correspond to items requested on the application budget page
      - a list of all sources of funding, internal and external, relating to this project.

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

   F. **Student Assistants**. (If you are *not* requesting student assistants, write “Not Applicable” under this heading.) For projects requesting student assistants, applicants should address the following questions:
      - What precisely are the students going to do, and why is the students’ work important for completion of the project?
      - Will the students receive academic credit for this or for closely related work? If so, justify the need to pay them in addition to their receiving credit.
      - Will you be available on campus to supervise the student(s)? If not, please describe what arrangements will be made to ensure that the student(s) is/are supervised during the course of the project.
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 animals 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 animals 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 have been explicitly justified in the narrative to show relevance of each item to the proposed project. Include all expenses that are anticipated for the project, even if the total exceeds the maximum ASD grant allowable ($3,500 for an individual, $5,500 for two or more faculty applying jointly). See the *General Expenditure Guidelines* section in this *Handbook* for additional information regarding item pricing and purchasing.

Allowable expenses fall into the following categories:

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

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

(iii) **Travel Expenses:** Please indicate approximate airfare, train fare, or travel mileage by car. Car travel will be reimbursed at the same rate that applies to the standard professional travel allotment in a given year. For 2015-16, the reimbursement rate is 57.5 cents per mile.

(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 vii 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 2016-17 the maximum is $65 for food and $225 for hotel.

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

(vii) **Faculty Stipend and Publication Expenses:** Stipends and/or support to cover publication expenses may be requested.

- **Stipends.** Stipends are considered taxable income and will be subject to withholding.
- **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, Karen Schmidt, and...
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the Scholarly Communications Librarian, Stephanie Davis-Kahl, are available to assist with these negotiations.

- **The combined amount requested for stipends(s) and publication expenses should not exceed $2000 per faculty member participating in the project. No individual can receive more than $2,000 in stipend support for a given project.**

6. A Brief Vita: Please include a current vita not to exceed 2 pages. Included your educational background, professional positions held, publications, presentations at professional meetings, awards and honors.

Submission Procedures and Timetable

To reduce the use of paper, applicants should submit one double-sided hard copy of their completed applications and all supporting materials to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA). In addition to the hard copy, please also email a Word copy of your 150-word “Summary of Project” to Sharla Brown-Ajayi, sbrownaj@iwu.edu.

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. Incomplete or late proposals will not be reviewed.

Application deadlines:

First review period: **4:30 PM, September 1, 2016**
Second review period: **4:30 PM, December 1, 2016**
Third review period: **4:30 PM, March 21, 2017**

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.

**Note 1**: 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.

**Note 2**: Sample grant and leave proposals are available at the Mellon Center website: [https://www.iwu.edu/melloncenter/FDC.html](https://www.iwu.edu/melloncenter/FDC.html).
2016-2017
ASD Grant Application

Name(s)_____________________________________________________________________________________

Department(s) or School(s)____________________________________________________________

Title of Project ______________________________________________________________________________

Amount Requested_________________________Your Email: __________________________

• 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

• 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 insure that your application is complete. Incomplete and/or late applications will not be considered.

1. Project Summary included in hard copy of proposal and Word copy (emailed to sbrownaj@iwu.edu) □ Yes □ No
2. Proposal as per format described in Handbook □ Yes □ No
3. ASD grant budget page □ Yes □ No
4. A Brief Vita □ Yes □ No
5. Reports for previous ASD grants have been filed separately with the Mellon Center □ Yes □ No □ NA

Signature of Applicant and Date ________________________ Signature of Chair or direct supervisor ________________________

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

Faculty Name(s)__________________________________________________________

Project Title____________________________________________________________

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

B. Supplies and Services (please itemize) $______________

________________________________________________
________________________________________________
________________________________________________
________________________________________________

C. Travel (please itemize) $______________

________________________________________________
________________________________________________
________________________________________________

D. Living Expenses (see proposal guidelines) $______________

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

F. Student Wages (see proposal guidelines) $______________

G. Other $______________

TOTAL $______________

(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. 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.

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

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

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

<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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<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>$3000</td>
<td>$2,000</td>
<td>$1,000</td>
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<tr>
<td>2</td>
<td>2</td>
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<td>$4,000</td>
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<td>2</td>
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<td>3</td>
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<td>$4,000</td>
<td>$1,500</td>
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<td>3</td>
<td>3+</td>
<td>$7500</td>
<td>$6,000</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

Proposal Format and Content

Before beginning your proposal, please refer to the general advice to all applicants on page (ii) of this Handbook. 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 2-3 page (Times or Times Roman font, 12 point) detailed description of the projected course content, assignments and teaching approaches. For each revised course, the same, also addressing these issues in light of how the course is presently delivered and how it will be delivered after revision.

   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.
D. **IRB/IACUC Review.** (If your course does *not* involve animal or human subjects, write “Not Applicable” under this heading.) Research involving the use of animals or human subjects must receive approval from the proper institutional review committee. 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 tablet—should have been explicitly justified in the narrative. (Please refer to the *General Expenditure Guidelines* section of this *Handbook* for additional information regarding item pricing and purchasing.)

5. **Supervisor’s Form:** Include a CD Grant Supervisor’s Form (use form at the end of this section) from each applicant’s direct supervisor. Supervisors should address the significance and desirability of the proposed course(s) in the department or program’s curricular offerings, the planned frequency of scheduling the course(s), and the applicant’s qualifications to develop the course(s). The supervisor’s form is an important source of information and a valuable aid in evaluating proposals.

Submission Procedures and Timetable

*To reduce the use of paper,* applicants should submit **one double-sided hard copy** of their completed applications and all supporting materials to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA).

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

Application deadlines:

- First review period: **4:30 PM, September 1, 2016**
- Second review period: **4:30 PM, December 1, 2016**
- Third review period: **4:30 PM, March 21, 2017**

**Proposals for Spring 2017 and May Term 2017 courses must be submitted by the September or December deadline.**

**Proposals for courses in new majors or minors must be submitted by December 1, 2016.**
2016-2017
Curriculum Development Grant Application

Name_________________________ Year of tenure-track appointment____________________

Department________________________________________________________

Type of Grant Sought:

_____Individual

_____Group – please list additional member(s)

____________________________________________________________________

____________________________________________________________________

Course(s): ________________ ________________

____________________________________________________________________

____________________________________________________________________

• 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 https://www.iwu.edu/irb/forms/IRB_PolicyProcedure.pdf.

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

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**Total**

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

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<th>Name</th>
<th>Amount</th>
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**Total**

3. **Total amount requested:**

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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 University Librarian Karen Schmidt or your department’s liaison librarian.
Curriculum Development Grant
Supervisor’s Form

Name of Applicant(s) ___________________________ ___________________________
________________________________________

Category of Grant:
_____ Individual
_____ Group

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

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

Please Comment ____________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

• How frequently will the proposed course(s) be offered? __________________________
  _________________________________________________________________________
  _________________________________________________________________________

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

Signature of Supervisor ___________________________ Date ______________
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. Reimbursement requests should match the submitted budget.
- 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, 2017** deadline to submit receipts for reimbursement should be discussed with Sharla Brown-Ajayi (**sbrownaj@iwu.edu** or x3760).
- 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 was used to enhance your professional development.
3. **Narrative**: This section of the proposal should *not* exceed 3 pages 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.

Submission Procedures and Timetable

To reduce the use of paper, applicants should submit one double-sided hard copy of their completed proposal and all supporting materials to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA). **Complete applications must be received by the deadline for submission. Incomplete or late proposals will not be reviewed.**

Application deadlines:

First review period: **September 1, 2016**
Second review period: **December 1, 2016**
Third review period: **March 21, 2017**

*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.
2016-2017
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) □
2. CPD Budget Page □

Signature __________________________ Date __________________________
CPD Grant Budget Page

Faculty Name

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<td>B. Training Materials (please itemize)</td>
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<td>D. Housing/Living Expenses (please itemize)</td>
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TOTAL (Maximum award $1,000)  $__________
**Instructional Development (ID) Program**

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

**Examples of ID Grants**

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

- Registration and travel to a teaching conference.
- Purchase of teaching or course-related books, manuals, or journals.
- Admission and travel to attend a speech, performance or exhibit.
- Purchase of instructional materials such as books, supplies, 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 tenured/tenure-track faculty members 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 grants. 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**

1. **Please attach a 1-2 page detailed description of:**
   
   A. The course and its pedagogy as presently delivered.
   B. The proposed use of funds (including a budget description). Please indicate why these funds cannot be obtained through your department budget.
   C. How the grant is expected to have a lasting impact on instruction.

2. **Complete the Instructional Development Grant Budget Page:** Requests for electronic equipment, such as laptops and tablets, must be clearly justified with respect to instructional
needs and efforts to obtain the best price (please refer to the *General Expenditure Guidelines* section of this *Handbook* for additional information regarding item pricing and purchasing).

3. Send **one double-sided hard copy** to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA), by 4:30 p.m. on the deadline date. The first deadline is September 21, 2016. Deadlines are the 20th of each month (or the first weekday thereafter) from September through March of each academic year.
2016-2017
Instructional Development (ID) Grant Application

Name_______________________________________________

Year of tenure-track appointment______________

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 insure 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 (Maximum $500)**

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

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**Total Amount Requested**

(Maximum award $500)

$__________

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 University Librarian Karen Schmidt or your department’s liaison librarian.
**Archives Exploration and Research Award**

**General Program Description.** University Archives and Special Collections in the Ames Library were created to serve as a resource and laboratory that stimulates and nourishes research, teaching, and learning. The goal of the Archives Exploration and Research Award (AERA) is to increase faculty awareness of these collections as a means for encouraging integration of archival and special collections material into their coursework and research.

The Archives house aspects of University history and a number of special collections in a variety of formats (manuscript, media, book, and artifact), languages (French, German, Latin, Greek and other languages), and eras (from the twelfth century to the present). 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.

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. A different experience of learning occurs in the presence of a text from another era compared to when it is clicked on in the safety and comfort of one’s home.

Illinois Wesleyan’s mission calls on us to help students “discover the interconnectedness of knowledge,” to offer “unique opportunities,” and a “distinctive curricula.” We believe that the level of access undergraduates have to archival and special collections materials held here 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: [http://www2.iwu.edu/library/contact/tate_archives.shtml](http://www2.iwu.edu/library/contact/tate_archives.shtml)

For a brief look at select highlights from the collection: [http://blogs.iwu.edu/asc/](http://blogs.iwu.edu/asc/)

**Program Parameters and Criteria for Evaluation.** The AERA makes available a grant of $300 to one faculty applicant per year to use the archives. The FDC 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 up to one single-spaced page:

- Description of the archive materials the applicant is interested in investigating
- Courses, if applicable, in which archive materials might be used and how teaching and learning might be improved by them
- 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 of the existing grant opportunities.

**Application Procedures**

- Proposals will be submitted to the Faculty Development Committee (FDC) and reviewed by the members of the FDC and the University Archivist.
- Please submit **1 single-sided copy** to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA), by 4:30 p.m. on the deadline date for any of the three review periods for ASD, CPD and CD grants.
- Note: please inquire from the Chair of the 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 2016 and $1,800 total for Spring 2017) 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 2016 or the Spring 2017 term, please e-mail Sharla Brown-Ajayi, sbrownaj@iwu.edu, 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 discussion, proposals for the fall semester must be received by October 1, 2016. Proposals received after October 1, 2016 but before February 1, 2017, will be considered for the Spring 2017 semester.
Junior Faculty Leave Program

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

Eligibility Requirements

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

Application Guidelines and Requirements

The proposal should be skilfully 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.

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 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 Sharla Brown-Ajayi, sbrownaj@iwu.edu.)
3. **Summary of your 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 (publication or performance). A 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 are not on file.

4. **Narrative:** This section of the proposal should **not** exceed 5 pages in length. It should be divided into the following sub sections.

   A. **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 work

   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 animals 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 junior leave will be granted, although leaves may be recommended to the Provost provisionally, pending the completion of the approval process. See the IWU Faculty Handbook (available at [http://www.iwu.edu/provost](http://www.iwu.edu/provost)) for details on policies governing the use of animals or human subjects. IRB application forms are available at [www.iwu.edu/irb](http://www.iwu.edu/irb).

5. **A Brief Vita:** Please include a current vita **not to** exceed 2 pages. Include your educational background, professional positions held, publications or presentations at professional meetings, awards and honors.

6. **Letters of Recommendation:** List the names, addresses and email addresses of the two individuals writing your recommendation letters. For the external letter, indicate how you know the individual writing your letter (e.g. collaborator, expert in field, etc.).

   Two letters of recommendation are required by the deadline and will be of considerable importance in the FDC’s evaluation of proposals. One letter should come from the direct supervisor, the other from someone external to the institution. It is best to get the external letter from a colleague who knows your work rather than from your dissertation supervisor. We suggest that you share the following criteria with your supervisor and external referee so they address all the required points. Before sending their letters to the Mellon Center, recommenders are encouraged to share their letters with applicants. Both letters should address and evaluate the:
• significance of the leave for the applicant's scholarly/artistic development
• content of the proposal in the context of the field of study
• proposed methodology or creative approach
• ability of the faculty member to carry the project to a successful conclusion

FDC encourages supervisors to begin thinking about staffing needs to replace the applicant's teaching responsibilities. Letters should be sent directly to the Mellon Center on or before the deadline at the following address:

Illinois Wesleyan University Mellon Center  
C/o Sharla Brown-Ajayi  
PO Box 2900  
Bloomington, IL 61702

Submission Procedures and Timetable

The deadline for submission is November 1 (or the first weekday thereafter) of the academic year preceding the requested leave. To reduce the use of paper, applicants should submit one double-sided hard copy of their completed applications and all supporting materials to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA). In addition, please email a Word copy of your 150-word “Summary of Project” to Sharla Brown-Ajayi, sbrownaj@iwu.edu.

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.

Review Procedures and Reporting Requirements

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

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

A 2-3 page written summary of the completed leave program must be filed in the Mellon Center, 3rd floor, Center for Liberal Arts (CLA), by November 1 (or the first weekday thereafter) of the academic year following the leave.

It is the applicant's responsibility to ensure that both recommendation letters are in by the deadline. Incomplete proposals may be returned without evaluation.
2016-2017
Junior Faculty Leave Application

Name_________________________________________ Your Email: _________________________

Department or School_______________________________________________________________

First Year Appointed to a Tenure Line________
Year of Tenure Consideration ______________________
Have you applied for a Junior Faculty Leave before? If yes, when? __________
Leave Requested for (please check one and fill in the year)

_________ Fall _________ Spring _______ of Academic 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

• 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 insure that your application is complete. Incomplete and/or late applications will not be considered.

1. Summary of Project emailed to sbrownaj@iwu.edu) ☐ Yes ☐ No
2. Proposal as per format described in Handbook ☐ Yes ☐ No
3. A brief Vita ☐ Yes ☐ No
4. Supervisor Letter ☐ Yes ☐ No
5. External Letter ☐ Yes ☐ No
6. Summary of previous ASD grants have been filed separately with the Mellon Center ☐ Yes ☐ No ☐ NA

Please give name and email address of immediate supervisor.

Name: ______________________________________ Email: ______________________________

Please give name and email address of person writing your external letter.

Name: ______________________________________ Email: ______________________________
Sabbatical Leave Program

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

Faculty members taking sabbatical leave have the option of one semester at full benefits and salary, or a complete academic year with half pay. Benefits for a full-year sabbatical will be detailed in the Sabbatical Contract. The Associate Dean 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 plan 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.

As established in 2012-2013, one sabbatical for a complete year at full pay will be awarded on a competitive basis. See below for program description and application requirements.

There is no longer a “Notification of Intent to Apply for Sabbatical Leave” form. Simply email your intentions to your department chair, 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 planning so as to address the implications of the deferral for overall staffing needs. By May 1 or the first weekday thereafter, the supervisor should sign the deferral form and forward the original to the Mellon Center, with copies 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

Before beginning your proposal, please refer to the general advice to all applicants on page ii of this Handbook.

1. A copy of the sabbatical leave application should be submitted by the faculty member to his/her immediate supervisor by October 12, approximately 10 months prior to the beginning of the academic year during which the leave is requested. Final applications, along with any supplemental materials or letters are due in the Mellon Center 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. The body of the narrative is normally 4-5 pages. In addition to including this summary in your proposal, please also email Sharla Brown-Ajayi, sbrownaj@iwu.edu, the Word copy of your summary. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you
write this summary. Include the title, significance, goals and end product of your project in this summary.

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

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

- Proposals should be comprehensible to the non-specialist so as to allow 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.

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 and/or scholar
   - an assessment of the applicant’s record of accomplishment on previous grants and leaves
   - the staffing plan for replacing the applicant’s teaching responsibilities

5. All research involving the use of animals or human subjects must receive approval from the proper institutional review committee. 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 animals or human subjects. Approval forms for submitting projects involving animals or human subjects may be obtained from your division or department office or from the office of the Associate Dean of Curricular and Faculty Development.
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. Faculty members should submit complete applications to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA), by the November deadline. To reduce the use of paper, applicants should submit one double-sided hard copy of their applications and all supporting materials. If the nature of the sabbatical leave project might be significantly altered after this deadline (e.g., if external funding is required for all or part of the leave and the status of the funding is uncertain), applicants should indicate how their leave schedules could be affected.

10. A report of the previous sabbatical or junior faculty leave, if any, must be on file with the Mellon Center in order for your application to be considered.

**Additional Opportunity for Applicants for Full Year at Full Pay (FYFP) Sabbatical**

This program is designed to provide a concentrated opportunity for professional development for Senior faculty who require an extended period of intensive focus while on sabbatical. One such Leave per year will be awarded.

**Eligibility Requirements for Full Year at Full Pay**

Preference will be given to faculty members taking their second (or subsequent) sabbatical.

The FYFP sabbatical will be awarded only once to any individual.

Applicants for the FYFP Sabbatical Leave should follow all of the above guidelines. Due to the competitive nature of the FYFP Sabbatical, the committee also requests a letter of recommendation from an outside scholar who is familiar with your work, in addition to the letter from the department supervisor outlined above. The two letters of recommendation are required by the submission deadline and will be of considerable importance in the FDC’s evaluation of proposals. List the names, addresses, and e-mail addresses of the two individuals writing your letters of recommendation. For the external letter, indicate how you know the individual writing the letter (e.g., thesis advisor, collaborator, expert in field, etc.).

We suggest that you share the following criteria with your supervisor and external referee so they address all the required points. Before sending their letters to the Mellon Center, recommenders are encouraged to share their letters with applicants. Both letters should address and evaluate the following:

- significance of the leave for the applicant’s scholarly and 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
• Note: FDC encourages supervisors to begin thinking about staffing needs to replace the applicant's teaching responsibilities.

Applicants for the FYFP Sabbatical who intend to take a semester-long sabbatical if not awarded the FYFP should provide the following in approximately one additional page:
• A brief narrative and timetable explaining how the applicant will modify the project to make it suitable for a semester's work.
• A 150-word summary of the semester-long version of the project 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 the leave must be identified in your summary.

**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.*

A written summary of the completed leave program is due on November 1 (or the first weekday thereafter) for leaves or course releases taken the previous academic year. There is no formal report form, but a 2-3 page written report of scholarly and professional activities undertaken as a result of the leave and the relation of those activities to the original proposal must be filed with the 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 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 establishes your eligibility to apply during the fall semester

OR

it formally defers the date of your application, without altering the timeline for subsequent sabbaticals. Details of the application and deferment process for sabbatical leaves can be found in the IWU Faculty Development Handbook.

Applicant’s Signature______________________________________________Date_________

Supervisor’s Signature______________________________________________Date_________
2016-2017 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

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

1. Sabbatical Application Cover Sheet
2. Summary of the Project (Not to exceed 150 words)                  □
3. Supervisor’s letter                     □
4. Narrative (Not to exceed 5 pages, single-spaced, Times Roman 12 point) □
5. IRB approval notice or verification that approval has been requested □
6. Curriculum vita                              □
7. Report of Previous Sabbatical or Junior Faculty Leave, if any     □
   (File separately with the Mellon Center)
8. Electronic summary (email Word copy to sbrownaj@iwu.edu) □

* If you are applying for a Full Year at Full Pay (FYFP) sabbatical, please note that there are
additional requirements which must be submitted. Additionally, in the event that a FYFP is not
awarded, please also submit a one-page modified plan if you intend to take a semester leave instead
of a full year. In this plan, indicate which semester you will take your sabbatical.

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

Signature_________________________________________ Date___________________________
Senior Faculty Research Program (SFRP)

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

Each awardee receives

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

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

Eligibility

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

Application Process

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

1. Summary of Project: In addition to including this in your proposal, please also email Sharla Brown-Ajayi, sbrownaj@iwu.edu, the Word copy of your summary (150 words or less), suitable for dissemination to the Board of Trustees and the general public. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, goals, and end product of your project in this summary. The summary should be emailed on or before the SFRP grant deadline.

2. The narrative of the proposal should be about 3 pages in length and should
• specify the objectives of the project proposed
• describe the scholarly methodology/creative approaches to be used
• explain how the requested time released from teaching and service will contribute to the applicant's ability to achieve these objectives
• indicate the importance of the project to the applicant's professional development
• summarize the applicant's record of accomplishment on previous IWU-funded grants and leaves

3. A current curriculum vita should be attached to the application.

4. All research involving the use of animals or human subjects must receive approval from the proper institutional review committee. The FDC must receive notification of approval before a release will be granted, although it may be recommended to the Provost provisionally, pending the completion of the approval process.

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

5. If appropriate for their projects, applicants may also apply for ASD funding immediately before, during, or after the semester of release.

6. The deadline for applications is November 1 (or the next weekday thereafter) of the academic year before the course release is requested. Applications should be sent to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA). To reduce the use of paper, applicants should submit one double-sided copy (Times or Times Roman, 12 point, single-spaced, not to exceed 3 pages) of their completed applications and all supporting materials.

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

Department(s) or School(s)

Title of Project

Your Email:

Is this your first SFRP application?  

If no, did you receive a SFRP leave before Spring 2010?  

If yes, a written report, as outlined in the Faculty Development Handbook, must be filed with the Mellon Center prior to this application.

Will you use human beings as experimental subjects?  

Will you use animals as experimental subjects?  

If your proposal is funded, would you be willing for the Mellon Center to use it as an exemplary submission in the online Handbook?  

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

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

Signature of Applicant and Date

Signature of Chair or Direct Supervisor

Please note that a recommendation letter from a direct supervisor or chair is not required for this program.
**Leave Without Pay**

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

See the *Faculty Handbook* and consult with the Provost for details.
Post-tenure Faculty Review (PTR) Program

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

At the completion of the review, each faculty member undergoing review will receive monetary or in-kind support equivalent of $5,000. Provided for by a designated PTR Development budgetary line, these funds are intended to be sufficient to support meaningful professional development activities for all faculty members completing their professional development plans. This level of funding will support professional development in a variety of ways, for example:

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

The following presents procedures and calendar for participation in the PTR Program. For detailed Program background, please go to:

http://www.iwu.edu/provost/faculty-handbook.pdf

Eligibility

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

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

Notification

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

1. Participate the following academic year.

2. Defer. Faculty choosing to defer will maintain their relative position on the eligibility list and will be notified by the Associate Dean again the following year. To promote flexibility, the first time a faculty member goes through the post-tenure review process, she or he will
have the following deferral options: a) defer for one year, b) defer for two years, or c) defer for however many years are necessary (not to exceed five) to make the initial review year fall two years prior to next sabbatical. The second time a faculty member goes through the post-tenure review process, and all subsequent times, she or he will have the following deferral options: a) defer for one year or b) defer for two years, which is to say that it will follow the recommended five- to seven-year cycle.

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

Participation

All participants will be selected no later than March 1.

1. By April 15 of the notification year, participating faculty should meet with their supervisor to discuss their general plans for the review process. Faculty should also begin consideration and contact of faculty willing to serve on their Individual Review and Development Committee. This committee is to be composed of the participant and two full-time, tenure-track faculty at IWU, at least one of whom is tenured. When selecting members, the faculty member should keep in mind the committee’s principal goal of helping the faculty member reflect on his or her professional growth and assisting in formulating a professional development plan. The Post-Tenure Review Plan suggests that no faculty member serve on more than two such committees in any one academic year.

2. By November 1 of the academic year of participation, faculty must file the Post-tenure Review Resource Request form with the Mellon Center. This form (see page 53) lists the members of the Individual Review and Development Committee and the faculty member’s selection of support as a course release or as cash to purchase equipment and materials, to pay for travel, research or course development expenses, or as a taxable stipend.

3. By mid-Spring of the academic year of participation, faculty should complete a Development Plan. The Development Plan is the primary outcome anticipated by the Post-tenure Review Program and is generated by discussion between the faculty member and the Individual Review and Development Committee. Guided by the faculty member’s own informal agenda, the committee, convened by the faculty member, will pursue two related tasks: a) retrospective review and b) prospective planning. Initially, the committee will assist the faculty member in a process of self-reflection that might include review of teaching, service, and scholarship over the past several years. Discussion among the committee members should be free and frank, encouraging the honest discussion of the faculty member’s strengths and weaknesses, progress and impediments. In light of such review, the committee may then ask, “What would the faculty member like to accomplish over the next several years?” This is the time for committee members to listen sympathetically and respond critically to the faculty member’s ideas and plans, and to work toward a concrete program for actual professional development. This may be the appropriate time to invite the faculty member’s supervisor to meet with the committee, if the supervisor is not already a
member. The faculty member may also seek the input from other faculty/staff at IWU or other academic institutions or the member's relevant professional organizations.

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

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

**Reporting**

1. **By April 1** (or the first weekday thereafter) of the academic year of participation, the faculty member must file with the Mellon Center, the department office and the faculty member's personnel file in the Provost's office a second document, the **Summary Form** (see page 54). The Summary Form will include an abstract of the Development Plan and the signatures of the committee members and the supervisor. **Support resources will be released by the Associate Dean upon filing of the Summary Form.**

2. No later than April 1 (or the first weekday thereafter), **two years after the participation year**, all participants must file with the Mellon Center a third document, a **Resource Report**, noting how the support resources were fully or partially used. In those cases where the resources have been partially used, the faculty member must file an additional Resource Report before his or her next Post-tenure Review.
PTR Resource Request
Due in the Mellon Center November 1 (or the first weekday thereafter) of the academic year of participation.

Name

Department or School

Academic Year of Participation

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

Select Support Type:

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

_____ Course Release

_____ Cash Stipend

_____ Non-Cash Stipend. Check each that apply:

_____ Travel

_____ Equipment and/or Materials

_____ Research Expenses

_____ Course Development Expenses

Signature

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

Signatures:

Participant:

______________________________

Committee Members:

______________________________

______________________________

Department Head/School Director:

______________________________

Date Filed:________________________
External Funding Options

Illinois Wesleyan University (IWU) 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 Scholars

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 visit https://www.iwu.edu/research/eckley-summer-endow.html.

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 work appropriate to Technos College.

Responsibilities of the faculty representative 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 at 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 summer of 2017 should be emailed to Stacey Shimizu (sshimizu@iwu.edu) no later than 4:30 p.m. on Friday, December 2, 2016. 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 short curriculum vita.

A call will be issued by email in early November 2016. 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 Professor William Munro (x3629 or wmunro@iwu.edu).
2015-2016 FDC Committee Members

Linda Kunce, Chair
Alison Sainsbury, Vice Chair (Fall 2015)
Elisabeta Pana, Vice Chair (Spring 2016)
Crystal Boyce (Spring 2016)
Amit Ghosh
Kristine Nielsen
Adriana Ponce (Fall 2015)

Lynda Duke, ex officio

2016-2017 FDC Committee Members

Adriana Ponce, Chair
Brian Brennan, Vice Chair
Emily Kelahan
Carolyn Nadeau
Kristine Nielsen

Lynda Duke, ex officio