

2017-2018 Faculty Development Handbook

Andrew W. Mellon Center for Curricular and Faculty Development
3rd Floor, Center for Liberal Arts (CLA)

2017-2018 Master Calendar of Deadlines

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

September 8, 2017	ASD, CD and CPD grant applications due in Mellon Center (first review period).
September 20, 2017	First round of ID grant applications due in Mellon Center. (Normal deadlines are the 20th of each month (or the first weekday thereafter) from September through March of each academic year.
October 12, 2017	Sabbatical Leave, Junior Faculty Leave and Senior Faculty Research Program applications for 2017-18 (for leaves which will occur in 2018-19) due to applicant's supervisor.
November 1, 2017	Sabbatical Leave, Junior Faculty Leave and Senior Faculty Research Program applications for 2017-18 (for leaves which will occur in 2018-19) due in Mellon Center. Reports on all ASD grants received or leaves taken in 2016-17 due in the Mellon Center. (NOTE: If a grant is still in progress as of November 1, applicants should submit a progress report.) Post-tenure Review Resource Request forms due in Mellon Center from individuals participating in 2016-17.
December 1, 2017	ASD, CD and CPD grant applications due in Mellon Center (second review period).
December 1, 2017	Technos applications to be submitted to Stacey Shimizu in the International Office
March 20, 2018	ASD, CD and CPD grant applications due in Mellon Center (third review period).
April 2, 2018	Request to Defer Sabbatical Leave applications due to applicant's supervisor. Summary Form from 2017-18 PTR participants due in the Mellon Center, participant's department and Provost's office (Deadline is April 1 st or the first weekday thereafter).
May 1, 2018	Request to Defer Sabbatical Leave applications due in Mellon Center.
July 9, 2018	Last day to submit expense vouchers or reimbursement requests for payment from the 2017-18 fiscal year.

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Overview

This *Handbook* is designed to provide information about the faculty development opportunities available at Illinois Wesleyan University (IWU). The programs described here are classified as standard professional travel, grant, course release, 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 2016-17 academic year, \$68,551.00 was awarded by the university to support faculty Artistic/Scholarly Development (ASD) grants; \$31,500.00 to support Curriculum Development (CD) grants; \$2,000.00 to support Instructional Development (ID) grants; and \$2,000.00 to support 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. 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 2017-18, these funds can be drawn upon from August 1, 2017 through **July 6, 2018**, 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(s) in a professional society.
- **\$650** standard supplement to a tenure-line faculty member for *formal participation* at a domestic conference, performance or exhibition in a professional venue, or attendance at a conference at which he/she has a leadership role in the sponsoring organization, **OR** 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:

- The current mileage rate of 53.5 cents per mile for automobile travel (charged against a faculty member's professional travel allotment whether by personal or University automobile). *Please note: the rate is based on IRS guidelines and is subject to change throughout the 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 6, 2018**. 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 6 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 2017-18, 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 2, 2018**, department chairs, in consultation with department members, may award these funds to augment standard allotments and supplements according to their professional judgment about uses that will make the strongest contribution to departmental goals for faculty development. *These departmental funds may be awarded only to members of the tenure-line faculty.*

Funds neither used nor committed for a specific purpose by April 2, 2018, 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 Christine Horner, chorner@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. Faculty may also consult with the Associate Dean of Curricular and Faculty Development about travel support beyond the standard and departmental allotments.

- 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.

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: _____

Artistic and Scholarly Development (ASD) Program

General Program Description

The ASD program assists the enrichment and renewal of individual faculty members by supporting a professionally significant artistic or scholarly activity. Grants are awarded on a competitive basis. The FDC strongly encourages faculty from all disciplines to apply.

Program Parameters, Eligibility and Priority

- The maximum grant award is \$3,500 for an individual or \$5,500 for a joint proposal from two or more faculty members; **only one ASD grant per eligible faculty member per academic year will be awarded.**
- A detailed budget is required at the end of the proposal, and expenses, except for faculty stipends, must be documented after completion of the activities. Reimbursement requests should correspond closely to the budget submitted with the proposal.
- Proposals to support attendance or participation of faculty in professional meetings (e.g. giving papers, presiding over sessions, etc.) are not eligible for funding by the Artistic/Scholarly Development Program except when conference participation is crucial to achieving the end product stated in your proposal. Travel requests within ASD Grant proposals must explain how the travel and/or participation in a conference is a valuable part of the creative process rather than the practicality of routine conference participation, because funding for routine participation in meetings is available through the standard professional travel and expense fund administered by the Associate Dean and is described earlier in this *Handbook*.
- Awards are intended to cover expenses to be incurred during the current fiscal year (which ends July 31); anticipated difficulties in meeting the **July 9, 2018** deadline to submit receipts for reimbursement should be discussed with Christine Horner (chorner@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 Christine Horner, chorner@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. The reimbursement rate as of August 2017 is 53.5 cents per mile. *Please note: this rate is based on IRS guidelines and is subject to change throughout the year.*

(iv) **Consultancy Fees:** When hiring a consultant is crucial to the successful creation of the end product, for example the services of a statistician, please provide the name and qualifications of the consultant. (Publication expenses are not covered under this category. See 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 2017-18 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 the Scholarly Communications Librarian, Stephanie Davis-Kahl, are available to assist with these negotiations.

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

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

Submission Procedures and Timetable

To reduce the use of paper, applicants should submit **one double-sided hard copy** of their completed application 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 Christine Horner, chorner@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, 2017**

Second review period: **4:30 PM, December 1, 2017**

Third review period: **4:30 PM, March 20, 2018**

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

Note 3: *Sample grant and leave proposals are available at the Mellon Center website: <https://www.iwu.edu/melloncenter/FDC.html>.*

2017-2018 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 chorner@iwu.edu) Yes No
2. Proposal as per format described in Handbook Yes No
3. ASD grant budget page Yes No
4. Brief Vita Yes No
5. Reports for previous ASD grants have been filed 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.

2017-2018
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 Expenses (please itemize) \$ _____

D. Consultancy Fees \$ _____

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

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

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

H. Publication Expenses \$ _____

I. 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. Faculty members who have received other university grants to develop a team-taught course are eligible to apply for a CD grant for the same course. However, they are required to disclose information on those other grants received. In no case will the total stipend for one course for an individual faculty member exceed \$2,000.

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 up to \$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 up to \$2,000 per course, with a limit of \$2,000 in stipend per faculty member and \$6,000 award per group proposal. As with 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 CD grants:

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

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.
- C. IRB/IACUC Review. (If your course does *not* involve animal or human subjects, write “Not Applicable” under this heading.) Research involving the use of 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>) 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, and the planned frequency of scheduling 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 application 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, 2017**
- Second review period: **4:30 PM, December 1, 2017**
- Third review period: **4:30 PM, March 20, 2018**

Proposals for Spring 2018 and May Term 2018 courses must be submitted by the September or December deadline.

Proposals for courses in new majors or minors must be submitted by December 1, 2017.

2017-2018
Curriculum Development Grant Application

Name _____ Year of tenure-track appointment _____

Department _____

Type of Grant Sought:

_____ Individual

_____ Group – please list additional member(s)

Course(s):

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

- Will the course use human beings as experimental subjects? Yes No
 - If yes, please explain in narrative.
 - If you have questions about whether IRB approval or exemption is required for your project, please see the pdf link on “Policies and Procedures” at 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) | <input type="checkbox"/> |
| 2. Narrative (formatted as requested) | <input type="checkbox"/> |
| 3. CD Budget Page | <input type="checkbox"/> |
| 4. CD Grant Supervisor’s Form(s) | <input type="checkbox"/> |

Signature _____

Date _____

2017-2018
Curriculum Development Grant Budget Page

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.

<u>ITEM</u>	<u>AMOUNT</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

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

<u>NAME</u>	<u>AMOUNT</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

3. **Total amount requested:** \$ _____

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

2017-2018
Curriculum Development Grant Supervisor Form

Name of applicant(s) _____

Please provide the information below and return this form to the applicant(s).

1. Is/are the course(s) proposed:

____ new to the IWU curriculum?

____ substantial revision of existing course(s)?

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

____ major/minor

____ Gen Ed

____ interdisciplinary program(s)

____ elective

3. How frequently will the course be offered? _____

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

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

6. What, if any, resource implications are connected to this course? _____

If preferred, the chair/director can submit a formal letter of support in lieu of questions 4-6.

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); any anticipated difficulties in meeting the **July 6, 2018** deadline to submit receipts for reimbursement should be discussed with Christine Horner (chorner@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.

5. Copy of Brief CV

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, 2017**

Second review period: **December 1, 2017**

Third review period: **March 20, 2018**

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.

2017-2018
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) | <input type="checkbox"/> |
| 2. Narrative (as per format described in <i>Handbook</i>) | <input type="checkbox"/> |
| 3. CPD Budget Page | <input type="checkbox"/> |
| 4. Copy of Brief CV | <input type="checkbox"/> |

Signature _____ Date _____

2017-2018
Continuous Professional Development (CPD) Grant Budget Page

Faculty Name _____

A. Course/Training Fees (please itemize) \$ _____

B. Training Materials (please itemize) \$ _____

C. Travel (please itemize) \$ _____

D. Housing/Living Expenses (please itemize) \$ _____

E. Other (please itemize)

TOTAL (Maximum award \$1,000) \$ _____

Instructional Development (ID) Program

ID grants recognize that even small sums of money 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 20, 2017. Deadlines are the 20th of each month (or the first weekday thereafter) from September through March of each academic year.

2017-2018
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*)

Archives Exploration and Research Award

Background

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

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

General Program Description

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

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

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

For further information about the Tate Archives and Special Collections:

<https://www.iwu.edu/library/archives/>

For a brief look at selections from the collection:

<http://blogs.iwu.edu/asc/>

Program Parameters and Criteria for Evaluation

The Archives Exploration and Research Award makes two \$150 grants available each year, one per semester, for faculty to explore archival and special collections holdings in The Ames Library. The Faculty Development Committee does not envision the application procedure to be too laborious, and so invites tenured and tenure-track faculty members to submit the following information in 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 other existing grant opportunities.

Application Procedures

- Proposals will be submitted to the Faculty Development Committee and reviewed by the members of FDC and the University Archivist.
- Please submit **one double-sided copy** to the Mellon Center, 3rd floor of CLA (Center for Liberal Arts), by 4:30 p.m. on the deadline date for any of the three review periods for ASD and CD grants.
- Note: please inquire from the Chair of FDC or the Associate Dean if the AERA is still available before submitting your proposal.

Faculty Reading Groups

The Mellon Center provides support for a variety of faculty reading groups each year. Any IWU faculty member is invited to propose a book list or a topic on which books can later be chosen. This year, the Mellon Center budget will provide up to \$450 per reading group (and up to \$1,800 total for Fall 2017 and \$1,800 total for Spring 2018) 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 2017 or the Spring 2018 term, please e-mail Christine Horner, chorner@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 2, 2017. Proposals received after October 2, 2017 but before February 1, 2018, will be considered for the Spring 2018 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 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.

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 Christine Horner, chorner@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>) for details on policies governing the use of animals or human subjects. IRB application forms are available at 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 Christine Horner
 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 Christine Horner, chorner@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.

2017-2018 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 chorner@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 2 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 Christine Horner, chorner@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 be skillfully written with the following criteria in mind:
 - specify the objectives of the proposed leave
 - explain in some detail how these objectives/goals will be reached as a result of the leave
 - make the proposal comprehensible to the non-specialist, so as to allow the FDC members from other disciplines to assess the quality, significance, and feasibility of the project
 - emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to the scholarly/artistic community
 - locate technical or highly discipline-specific content and references, if any, in an appendix or footnotes
 - indicate the importance of the proposed leave to the applicant's personal and professional development as a teacher and a scholar
 - summarize the applicant's record of accomplishment on previously IWU-funded grants and leaves.
4. The applicant's immediate supervisor should send a letter of evaluation and recommendation to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA), by November 1 (or the first weekday thereafter). In cases where the supervisor is outside the applicant's department, the **applicant** may designate a recommender who is more familiar with the subject matter. The supervisor's/recommender's letter is an important source of information and a valuable aid in evaluating leave proposals. **The supervisor/recommender should provide a critical review of the leave proposal, understandable to the non-specialist, rather than a general endorsement.** The FDC asks that the supervisor/recommender include the following in his/her evaluation:
 - the significance of the leave's objectives in the discipline or field
 - the importance of the leave for the applicant's professional development as a teacher 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>) 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 _____

2017-2018 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 chorner@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 academic 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 Christine Horner, chorner@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.**

2017-2018
Senior Faculty Research Program Application

Name _____

Department(s) or School(s) _____

Title of Project _____

Your Email: _____

Is this your first SFRP application? _____ Yes _____ No

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

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

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

1. Summary of the Project (Not to exceed 150 words)
2. Electronic summary (email Word copy to chorner@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 _____

Post-tenure Review Program Summary Form

*(To be filed by April 1 (or the first weekday thereafter) of the academic year of participation.
Copies should be sent to the Mellon Center, the department office and Provost's office.)*

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

Signatures:

Participant

Committee Member

Committee Member

Department Head/School Director

Date Filed

Additional Development Opportunities

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>.

Directors of the IWU London and Spain Programs

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

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

Technos International Week Opportunity

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

Responsibilities of the Technos faculty leader include:

1. participating in the selection of the student representatives (to be done in early February);
2. working with the Director of the International Office to prepare for the trip, organizing the on-campus orientation meeting, coordinating with the Technos staff and our students during the trip, and in general, representing IWU on various occasions;
3. upon return, writing a brief report on the trip, including an account of its expected faculty development impact. This report is due in the Mellon Center in the September following the trip;
4. participating in two group spring semester presentations on campus, one at the Asian Studies Colloquium, and one 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 2018 should be emailed to Stacey Shimizu (sshimizu@iwu.edu) no later than 4:30 p.m. on Friday, December 1, 2017. 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 2017. 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 Scott Sheridan (x3238 or sheridan@iwu.edu).

2017-2018 FDC Committee Members

Brian Brennan, Chair

Carolyn Nadeau, Vice Chair

Emily Kelahan (Fall 2018)

Joanne Diaz

Manori Perera

Andy Engen (Spring 2018)

Kevin Sullivan, *ex officio*