



# **Faculty Development Handbook**

**2025-2026**



Carmela Ferradáns, Dean of Curricular and Faculty Development

## Fall '25 Calendar of Deadlines for the Thorpe Center, FDC, and CETAL

### Submission procedures/reminders:

ASD, GIP, and CPD grant proposals can be submitted via email to [fdc@iwu.edu](mailto:fdc@iwu.edu).

CD and ID grant proposals can be submitted via email to [cetal@iwu.edu](mailto:cetal@iwu.edu).

All other forms, unless otherwise noted, can be submitted via email to [thorpe@iwu.edu](mailto:thorpe@iwu.edu).

*\*The deadline for all proposals is 4:00 PM CST*

*\*\*Late/incomplete proposals will not be considered*

Due Dates	Item(s) Due
August 22, 2025	ASD, GIP, and CD grant proposals (first review period)
September 22, 2025	First round of ID & CPD grant proposals (first review period) <i>*Note: Deadlines for these grants are the 20<sup>th</sup> of each month (or the first weekday thereafter) from September through March of each academic year</i>
October 01, 2025	Fall faculty reading group proposals
	Fall faculty scholarship circle proposals
	Spring Faculty Colloquium Series proposals
October 16, 2025	Sabbatical & Pre-Tenure Leave applications for leaves that will occur in the '26-'27 academic year (due to the applicant's supervisor)
October 20, 2025	ASD, CD, GIP, ID, & CPD grant proposals (second review period)
November 3, 2025	Sabbatical and Pre-Tenure Leave applications for leaves that will occur in '26-'27 academic year (due to FDC)
	Reports for all ASD grants received in '24-'25 academic year <i>*Note: If a grant is still in progress on this due date, applicants should submit a progress report</i>
	Reports for sabbatical and pre-tenure leaves taken in '24-'25
November 20, 2025	ID & CPD grant proposals (third review period)
December 1, 2025	Applications to be the faculty leader for Technos International Week (due to <a href="mailto:abroad@iwu.edu">abroad@iwu.edu</a> )
December 22, 2025	ID & CPD grant proposals (fourth review period)

## Spring/Summer '26 Calendar of Deadlines for the Thorpe Center, FDC, and CETAL

<b>Due Dates</b>	<b>Item(s) Due</b>
<b>January 20, 2026</b>	ID & CPD grant proposals (fifth review period)
<b>February 2, 2026</b>	Spring faculty reading group proposals
	Spring faculty scholarship circle proposals
<b>February 16, 2026</b>	ASD, GIP, and CD grant proposals (third review period)
<b>February 20, 2026</b>	ID & CPD grant proposals (sixth review period)
<b>March 10, 2026</b>	Nominations for University Excellence Awards
<b>March 20, 2026</b>	ID & CPD grant proposals (final review period)
<b>March 23, 2026</b>	ASD, GIP, and CD grant proposals (fourth review period)
<b>March 27, 2026</b>	Fall Faculty Colloquium Series proposals
<b>April 1, 2026</b>	Intentions to apply for or defer sabbatical leave
	Intentions to apply for pre-tenure leave
<b>April 22, 2026</b>	Summer faculty scholarship circle proposals
<b>June 12, 2026</b>	Arrangements for reimbursements that cross fiscal years must be submitted to the Dean of Curricular and Faculty Development for approval no later than the 2nd Friday in June. Requests after this date will not be considered for use of funds across fiscal years, but will remain eligible for use against the next fiscal year's travel allotment (as applicable).
<b>July 6, 2026</b>	Last day to submit requests relating to stipends to the Thorpe Center to be paid in/from the current fiscal year.
<b>July 10, 2026</b>	Last day to submit expense vouchers or reimbursement requests to the Thorpe Center to be paid in/from the current fiscal year.

## **Change Log for 2025-2026 Edition**

- No grants or committee-controlled processes were changed, other than as noted below
- New or updated content:
  - Gardner-McNew Scholars
  - Faculty Led Travel Courses
  - Technos International Week opportunities
  - Curricular and Co-curricular field trips
  - Faculty-Sponsored Student Travel
  - Faculty Colloquium Series
  - University Excellence Awards
  - Updated title and person for the Dean's role
  - Thorpe Center mission statement
  - Guidelines for Faculty Professional Development and Travel funding
  - Additional FDC/CETAL/GIP grants application deadline for March
  - CETAL updated the CD Supervisor's Endorsement, SLOs (Student Learning Outcomes), and added a rubric
  - Updated pay rates for student wages in regards to FDC's ASD grants
- Re-organized layout:
  - Separated overall layout into "Faculty-Focused Professional Development Initiatives" from "Faculty-Involved Student Travel Opportunities (Academic)" opportunities
  - What was previously referred to as student travel (academic) is now called "Faculty-Sponsored Student Travel"
  - Created separate fall & spring/summer calendars
  - Consistent formatting
  - Previous award/leave/grant recipients and committee memberships moved to appendices

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## **Introduction**

The purpose of this handbook is to highlight all of the diverse opportunities for professional and curricular development that Illinois Wesleyan University proudly offers to its faculty through the Thorpe Center. Along with generous development opportunities and [Instructional Design and Technologies](#) support, Thorpe also houses the various committees that are dedicated to both faculty and curricular development, including [Curriculum Council \(CC\)](#), [Faculty Development Committee \(FDC\)](#), and [Council for Excellence in Teaching and Learning \(CETAL\)](#). All Thorpe activities and events are coordinated by the Dean of Curricular and Faculty Development with guidance from FDC and CETAL.

The programs described in this handbook are classified as faculty professional travel, grant, and leave programs. While, in general, all the programs described have a goal to promote the continued development of the individual faculty member and of IWU 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.

**Past Grants Awarded:** A total of \$56,189.70 was awarded by the university in 2024-2025 for faculty development grants. The following grant funds were awarded for faculty support:

- **\$31,807.50** to support **6** faculty Artistic/Scholarly Development (**ASD**) one- and two-year grants;
- **\$2,708.00** to support **3** faculty Continuous Professional Development (**CPD**) grants;
- **\$16,724.20** to support **9** Curriculum Development (**CD**) grants;
- **\$1,950.00** to support **4** Instructional Development (**ID**) grants; and
- **\$3,000.00** to support **2** Grant-Incentive Program (**GIP**) grants

**Grant Evaluation:** All grant and leave programs are formally administered through the Thorpe Center. Members of the Faculty Development Committee (FDC) and the Council for Excellence in Teaching and Learning (CETAL) are involved in evaluating almost all internal grant and leave proposals. To avoid a conflict of interest, an FDC or CETAL member who has submitted a grant or leave proposal or who has written an evaluative letter for a colleague's proposal must excuse themselves during the committee's deliberations on that proposal.

**Shared Grants Budget:** The total funds for all faculty grant programs (ASD, CD, CPD, and ID) and faculty development programming will be shared by FDC and CETAL, with oversight provided by the Dean of Curricular and Faculty Development. At the beginning of each academic year, the Dean will communicate the total funds available to the chairs of FDC and CETAL. The chairs will be responsible for maintaining budget records for all expenditures related to grant programs and faculty development programming and sharing those records with the Dean. Each committee will be given half of the total available funds to allocate for grants and programming at the beginning of the fiscal year. Before the final grant review period, the Dean will review the expenditures of each committee and work collaboratively with the chairs of FDC and CETAL to determine whether funds need to be shifted between committees to best serve faculty development needs given the applications for each grant program. If, for instance, there are a greater number of requests for ASD funds than CD and ID funds, and CETAL has not awarded all of the allotted monies for its grant programs, funds may be shifted to permit the

award of as many meritorious internal grants as possible. The decision to reallocate funds ultimately rests with the Dean. A total of \$75,000 will be reserved annually for internal grant programs. Additional funds for the grant programs may be available depending on supplemental funding provided by the Provost.

Grant and Leave Eligibility Overview: Tenure-track, teaching-track (excluding the pre-tenure leave program), and tenured faculty are eligible for multiple grants (ASD, CPD, and GIP) and leave programs (sabbatical) via FDC. The criteria apply equally to all different lines. However, scholarly and artistic activities are required from tenure-track and tenured faculty, whereas they are optional for teaching-track faculty. Therefore, for the ASD program, preference will be given to tenure-track and tenured faculty should there be more applicants than available grants. Pre-tenure leaves are only available for tenure-track faculty; teaching-track faculty, when first hired, are awarded three course releases to use within their first contract.

Professional Development Stipends: Stipends may be offered to faculty and staff for attendance at professional development workshops and similar activities. Please note that stipends cannot be earned while a faculty or staff member is on contract. For 9-month faculty, “on contract” is defined as between August 15 and May 15. For 10-11 month faculty and staff, please consult your contract letter for specific dates. Twelve-month faculty and staff are not eligible for stipends of this type. If you are attending an event with a potential stipend and are unsure if you qualify as on or off contract, please consult your supervisor.

All forms and applications referenced throughout this Handbook can be found on the Thorpe Center’s [website](#) (in the left-hand, navigation menu, under “Applications and Forms”).

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## **The Thorpe Center Mission**

The Thorpe Center cultivates an inclusive community by fostering innovative teaching and facilitating distinctive research.

The goal of the Thorpe Center for Curricular and Faculty Development (Thorpe) is to promote self-reflection, growth, and the sharing of views and experiences among faculty, particularly on the theory and practice of teaching, course development, and academic program design. It seeks to provide the facilities, programs, and resources necessary to support the work of our faculty's work as scholars, teachers, and developers of curriculum. The Thorpe 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.

The Thorpe Center also provides the following:

1. Financial Support:
    - a. annual, noncompetitive travel and expense funds for full-time faculty to attend professional meetings, do field research, or otherwise engage in professional development to benefit their scholarly and creative work or pedagogy
    - b. course, program, and instructional development grants for individual faculty members and groups of faculty
    - c. grants for individuals' artistic and scholarly development projects leading to a publication, exhibition, or performance
    - d. support for faculty reading groups and faculty scholarship circles
    - e. annual, noncompetitive travel and expense funds for faculty-sponsored students to attend professional meetings or present research
  2. Communication:
    - a. informal lunch discussions of classroom practices and experiences
    - b. formal and informal orientation programs for early career faculty
    - c. support for faculty interested in incorporating technology into their coursework
  3. Information Resources:
    - a. sources of information on issues, initiatives, and trends related to college teaching and the undergraduate curriculum nationally
    - b. books, periodicals, and literature on teaching and curriculum development, housed in the Thorpe Center
    - c. guidance for planning and embarking on class field trips
    - d. additional faculty-involved, developmental opportunities for students
  4. Other Resources:
    - a. other programs or services responsive to faculty needs and requests
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## Overview of All Funding Opportunities Available via Thorpe

Funding Opportunities	Purpose	Maximum Amount of Funds	Fundable Expenses	Comments
<a href="#"><u>Faculty Professional Development (incl. Travel) Funds</u></a> <i>Administered by Thorpe Center</i>	Professional activities relating to travel &/or development for faculty	\$850 regular; \$1,000 supp. for domestic participation; \$1,450 supp. for int'l participation (non-cumulative)	research, conference, short course, professional association membership, etc.	<ul style="list-style-type: none"> <li>First port of call for funding</li> <li>Eligibility dates: Aug. 1-Jul. 4</li> <li>If int'l, requires registration with travel registry</li> </ul>
<a href="#"><u>ASD Grant</u></a> <i>Administered by FDC</i>	Support and enrich professional scholarly or artistic activity	\$3,500 individual; \$5,500 joint	Time and effort – research, writing, creating; materials; etc	Deadlines: <ul style="list-style-type: none"> <li>mid-Aug.</li> <li>mid-Oct.</li> <li>mid-Feb.</li> <li>mid-Mar.</li> </ul> (may require IRB approval)
<a href="#"><u>CPD Grant</u></a> <i>Administered by FDC or CETAL</i>	Develop, update, expand knowledge & skills	\$1,000.00	Workshop/ course fees, travel, materials, housing, etc.	Deadlines: 20 <sup>th</sup> of each month, Sept. through Mar.
<a href="#"><u>GIP Grant</u></a> <i>Administered by FDC</i>	Support grant writing	\$500-\$2,000 depending on grant size	stipend & travel	Deadlines: <ul style="list-style-type: none"> <li>mid-Aug.</li> <li>mid-Oct.</li> <li>mid-Feb.</li> <li>mid-Mar.</li> </ul>
<a href="#"><u>CD Grant</u></a> <i>Administered by CETAL</i>	Develop new courses or substantially revise existing courses	\$2,000 individual; \$6,000 joint	Time and effort – course design, content, pedagogy; materials; etc.	Deadlines: <ul style="list-style-type: none"> <li>mid-Aug.</li> <li>mid-Oct.</li> <li>mid-Feb.</li> <li>mid-Mar..</li> </ul>
<a href="#"><u>ID Grant</u></a> <i>Administered by CETAL</i>	Innovate &/or improve pedagogy	\$500.00	Instructional materials; teaching conference; speakers, etc.	Deadlines: 20 <sup>th</sup> of each month, Sept. through Mar.
<b>Additional Opportunities for Faculty Development</b>	various group gatherings, sabbaticals, pre-tenure leaves, etc.	misc. – see individual items for notes, guidelines, & deadlines	misc. – see individual items for notes, guidelines, & deadlines	misc. – see individual items for notes, guidelines, & deadlines
<a href="#"><u>Faculty-Sponsored Student Academic and Professional Development (incl. Travel) Funds</u></a> <i>Administered by Thorpe</i>	Promote students' creative/scholarly development at conference & other significant venues	see notes for restrictions and guidelines	meals; conference registrations; hotels, airfare, etc.	*all requests for reimbursements from approved student travel are due by the end of the current semester

## Faculty-Focused Professional Development Initiatives

### Professional Development (incl. Travel) Funds for Faculty

IWU offers support during the academic year for the reimbursement of expenses related to professional development via the Thorpe Center. This budget, with the exceptions noted below, is administered through the Thorpe Center. The Provost and the Dean of Curricular and Faculty Development, in consultation with the FDC, determine the standard amounts for which a full-time faculty member may be reimbursed. These funds are to be used for professional development activities (e.g., field research, travel to a conference, short course attendance, etc.) or for up to three membership(s) in a professional society.

### Guidelines

- To access these professional development funds, faculty should fill out and submit a Faculty Travel Request to the Thorpe Center ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)). Prior to any travel occurring, the Dean will review and approve of the travel, indicating the amount of funding allowed to the requesting faculty for the current Academic Year. Once the Dean has formally approved, faculty can embark on their travels and are permitted to request reimbursements from said travels (within the outlined guidelines/parameters below).
  - In order to receive supplemental funds, the Thorpe Center requires documentation confirming formal participation (e.g., an invitation/acceptance letter or email; a copy of the program). This documentation must be on record with the Thorpe Center before the Dean can allocate any funds to the requesting faculty.
  - These funds can be drawn upon from **August 1, 2025** through **July 4, 2026**. Applicable travel requests received **after** this date will be processed against the next fiscal year.
  - (\*For Endowed Professors) We ask that Endowed Professors exhaust their annual endowed funds before requesting professional travel funds. If the Endowed Professor intends to use annual endowment funds for another purpose (either within a given fiscal year or across more than one fiscal year), an explanation should be provided with their Faculty Travel Request. Endowed Professors with large, rolling balances in their endowed accounts who do not provide a rationale with their Faculty Travel Request may be denied funds.
- *Funds for Tenure-Line and Teaching-Track Faculty:*
  - **Base Funds:**
    - **\$850** is the standard allotment given to all of IWU's tenure-line or teaching-track faculty.
  - **Possible Supplements for Formal Participation:**

*EITHER...*

    - **\*\$1,000** standard supplement to a tenure-line or teaching-track faculty member for formal participation at a *domestic* conference, performance, or exhibition in a professional venue, or attendance at a conference at which they have a leadership role in the sponsoring organization.

*OR...*

- **\*\$1,450** standard supplement to a tenure-line or teaching-track faculty member for formal participation at an *international* conference, performance, or exhibition in a professional venue, or attendance at a conference at which they have a leadership role in the sponsoring organization.
- *Funds for Visiting Professors:*
  - **Base Funds:**
    - **\$600** is the standard allotment given for a full-time, visiting faculty member.
  - **Possible Supplements for Formal Participation:**
    - **\$200** standard supplement for full-time, visiting professors/instructors for formal participation at a conference, performance, or exhibition in a professional venue, or attendance at a conference at which they have a leadership role in the sponsoring organization (*for both domestic and international travel*).
- Funds beyond the standard allotment and supplements may be available upon request. Faculty should submit a formal request for additional funds in writing to the Dean of Curricular and Faculty Development indicating how much is being requested, for what purpose, and with appropriate documentation (including receipts). After the fiscal year processing deadline (July 4), the Dean of Curricular and Faculty Development will allocate any remaining funds in the faculty travel budget based upon written requests received throughout the year. Priority for additional funding will be given first to junior faculty to support travel related to professional presentations/performances/development, then to faculty without additional funding support (e.g., Endowed funds), and finally to faculty with additional funding that has been exhausted.

## Notes on Reimbursements

### Guidelines:

- To be reimbursed for a professional development fee, either fill out a Request for Non-Invoice Payment or a Travel Voucher (both of which can be found on the Business Office's [webpage](#)); submit the appropriate form, along with all related receipts and a copy of your approved Faculty Travel Request to the Thorpe Center via email ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)) or campus mail (The Ames Library - Suite 300).
  - *Note:* Itemized, original receipts are required for any reimbursement by IRS law.
- To ensure the quickest turn-around time on reimbursement checks, please refer to [Appendix A](#) for detailed instructions on processing a reimbursement request.
- If receipts are numerous and/or convoluted, please provide detailed explanations along with your reimbursement request.
- If travel is international, a log of the currency exchange rate for each non-USD purchase must be provided with proper documentation/receipts.
- The deadline to submit all receipts for reimbursement to the Thorpe Center is July 4 (or the first weekday before).

Restrictions:

- Please review the [Business Office's Policies](#) on reimbursements prior to your submission. Questions can be directed either to the Thorpe Center and/or Accounts Payable in the Business Office.
- A maximum of **\$75** per day is allowed for food expenses.
  - Alcoholic beverages are **not** reimbursable.
- A maximum of **\$300** per day is allowed for lodging.
- The rate of mileage reimbursement is based on IRS guidelines and is, therefore, subject to change throughout the year. The most current rate is noted on the most current version of the "Travel Expense Voucher," which can be found on the [Business Office's website](#), under the "Account Payable Forms" section.
  - *Note:* Since the mileage driven during the trip is reimbursable on the Business Office's Travel Voucher, receipts for gas are not reimbursable.
- Reimbursements submitted incorrectly or incompletely may be returned to the requestor without review.
- Travel and Development funds do not carry over fiscal years. If unused, they return to the Academic Affairs budget. There is **one exception** to this rule. *Some* travel funds from two fiscal years may support the same development opportunity. Funds from the preceding fiscal year may reimburse expenses **paid** in the current fiscal year for the prospective travel, so long as the criteria below, along with the standard criteria for a reimbursement request are met:
  - First, one must complete a [Faculty Travel Request](#) for the proposed travel, which, in this instance, would take place in the next fiscal year. Individuals must have funds remaining in their **standard allotment** for the current fiscal year. If the current fiscal year's standard allotment funds have been used up, then the travel will be reimbursed against the next fiscal year (as applicable).
  - Next, assuming funds remain in their standard allotment, one must encumber those funds through the advance payment of expenses associated with the prospective travel. There are two important qualifiers to this:
    - Possible, supplemental funds cannot be used prospectively, as they are specifically reserved for *formal participation*, and thus can only be paid out *after* that participation has actually taken place.
    - Reimbursements cannot be made against *reservations*, etc. Funds must be paid (i.e., you have a receipt in hand). Examples of travel expenses that may be paid in advance include conference registrations (which are often paid well in advance), flights, hotel rooms (not reservations, but actual payment), etc.
  - Once the individual has paid these expenses, they may seek reimbursement against any remaining standard allotment funds, up to but not exceeding \$850, so long as all the reimbursement criteria noted above (and in particular the **current fiscal year's deadline**) are met. Otherwise, these expenses will be drawn against the next fiscal year's travel allotments (as applicable).

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

### Additional, Administrative Travel Support via the Provost's Office

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 (x3101 or [provost@iwu.edu](mailto:provost@iwu.edu)). Budgets designated for these purposes are entirely separate from the budgets for individual professional development described in this Handbook.

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### **External Grants & Course Releases**

IWU also 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](#).

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 one-sixth 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.

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## Overview of Internal IWU Grant Opportunities

In cooperation with FDC and CETAL, the Thorpe Center offers grant-related opportunities for additional faculty research and funding opportunities. Currently there are five internal grant opportunities faculty can apply for through the Thorpe Center throughout the academic year: the [Artistic and Scholarly Development \(ASD\) grant](#), the [Continuous Professional Development \(CPD\) grant](#), the [Curriculum Development \(CD\) grant](#), the [Grant-Writing Incentive Program \(GIP\) grant](#), and the [Instructional Development \(ID\) grant](#).

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### Artistic and Scholarly Development (ASD) Grant

#### 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. Faculty may apply for one or two years of funding, depending on the nature of their project.

Required forms can be found on the Thorpe Center website under “Applications & Forms” > “[FDC Grants](#)”). Submit [ASD applications](#) to the FDC at [fdc@iwu.edu](mailto:fdc@iwu.edu). [Exemplary proposals](#) can also be found on the Thorpe Center Website.

#### Program Parameters, Eligibility, and Priority:

- The maximum single-year 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.**
- The maximum two-year grant award is \$7,000 for an individual or \$11,000 for a joint proposal from two or more faculty members; **only one ASD grant per eligible faculty member per academic year will be awarded. Faculty who choose this option are ineligible for additional ASD grant funding until the completion of their grant term (i.e., for two years after grant receipt).**
- 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 scholarly/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 Dean of Curricular and Faculty Development and is described earlier in this Handbook.

- Awards are intended to cover expenses to be incurred during the fiscal year(s) of the grant award; anticipated difficulties in meeting the July deadline (**in the year the grant expires**) to submit receipts for reimbursement should be discussed with the Dean of Curricular and Faculty Development. It may be possible in some cases to extend the period during which grant funds can be spent. Please note that the general practice is for grant funds to be swept at the end of the fiscal year in which the grant was awarded, unless the grant was awarded as a two-year grant or during the third grant review cycle of the year, which is automatically rolled over for one fiscal year.
- Grants cannot be used to cover expenses for research undertaken in fulfillment of degree requirements.
- Except as noted here, all tenured, tenure-line, and teaching-track faculty are eligible for an ASD grant (see the note on FDC grant eligibility on page 5). Because their scholarly and artistic energies should be devoted to completion of their graduate training, faculty who have not yet completed the appropriate terminal degree required for appointment to the rank of Assistant Professor or higher are *not* eligible for ASD funding.
- Funding must be used for the specified project for which funding was requested, and cannot be used to fund projects not described in the awarded proposal.

#### Criteria for Evaluation of ASD Grants:

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

- Proposals should be comprehensible to the non-specialist in order to allow FDC members to equally assess the quality, significance, and feasibility of the project.
- Applicants should emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to the scholarly/artistic community.
- Requests for electronic equipment, such as laptops and tablets, should be clearly justified with respect to project needs and efforts to obtain the best possible price.
- Technical or discipline-specific content and references, if any, should be included in an appendix or footnotes.
- A qualifying artistic/scholarly endeavor must be intimately and directly tied to some planned end product(s). A clear end product such as a journal article, a book chapter in an edited volume, a presentation at a conference, or a performance must be identified.

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

- How are the project and the specified end product significant to the applicant's artistic or scholarly achievement?
- How does the project contribute to the applicant's field?

- Is the proposal narrative well-written? Is the methodology clear?
- Does the applicant have a record of completing previously funded projects?
- Will significant progress be made toward achieving the goals outlined in the proposal grant period?
- Did the applicant provide a budget and a careful explanation of its details? Requests for new resources must explain why existing resources do not meet the needs of the project.
- Although the FDC recognizes a relationship between scholarship/artistic development and teaching, ASD grants are not intended to support projects to enhance curriculum or pedagogy.
- All sections of the proposal requested in this program description and in the prescribed format should be contained within the submitted proposal.

### Proposal Format and Content:

The submitted proposal should supply the following, in the order listed below, **with the Major Sections and Subsections clearly labeled**, using Times, Times Roman, Arial or Calibri font, 12 point, single space and a 1" margin on all sides. All pages, excluding cover page and ASD Grant Budget Page of application, 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 on the Thorpe Center website.)
2. **Summary of Project:** The summary of your project (150 words or less) should be suitable for dissemination to the Board of Trustees and the general public. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, goals, and end product of your project in this summary. (As explained in the *Submission Procedures and Timetable* section, applicants should email a MS-Word copy of this summary to [fdc@iwu.edu](mailto:fdc@iwu.edu)).
3. **Summary of Previous ASD Grants:** If applicable, list up to the last *three* ASD grants. For each grant, please give (a) title, (b) date and amount of the award, and (c) end product achieved (presentation, publication, or performance). For only your most recent ASD grant, in addition to the above information, summarize (100 words or less) what you accomplished with this grant. If your present proposal is a continuation of a previously funded ASD proposal, describe how the proposed end product is different from the previously submitted proposal. A summary report on each grant you have received must also be on file in the Thorpe Center. The FDC will not consider your present proposal, if previous ASD grant reports have not been submitted.
4. **Narrative:** This section of the proposal cannot exceed 2,500 words in length. It should be divided into the following subsections:
  - 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:
    - i. The nature of the problem to be examined.
    - ii. Artistic or scholarly context (or debate) being addressed.



- iii. The methodology to be used.
    - iv. The contribution each applicant expects to make to the project.
  - c. Professional Significance of the Project. This section should describe the importance of the project for the applicant's professional development, highlighting ways in which the ASD grant will have a major impact on the applicant's professional development as a scholar or artist.
  - d. Proposed Expenses. This section should provide:
    - i. A justification for expenses that correspond to items requested on the application's budget page.
    - ii. A list of all sources of funding, internal and external, that support the project.
  - e. Proposed Timetable. Include a timetable for completion of the end product.
  - f. Student Assistants. (If you are *not* requesting student assistants, then write "Not Applicable" under this heading.) For projects requesting student assistants, the applicant(s) should address the following questions:
    - i. What precisely are the students going to do, and why is the students' work important for completion of the project?
    - ii. 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.
    - iii. Will you be available on campus to supervise the student(s)? If not, please describe what arrangements will be made to ensure that the student(s) is/are supervised during the course of the project.
  - g. IRB/IACUC Review. (If your project does *not* involve animal or human subjects, write "Not Applicable" under this heading.) All research involving the use of animal or human subjects must receive approval from the proper institutional review committee. The approval letter must be included in your application. If approval has not been granted yet, please explain when your proposal was submitted. 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](http://www.iwu.edu/provost)) for details on policies governing the use of animal or human subjects. IRB application forms are available at <https://www.iwu.edu/institutional-review-board/>.
5. **ASD Grant Budget Page**: Complete the budget sheet provided on the Thorpe Center website. Budget requests should be explicitly justified in the narrative to show relevance of each item to the proposed project. Include all expenses that are anticipated for the project, even if the total exceeds the maximum ASD grant allowable. Allowable expenses fall into the following categories:
- a. Equipment: Please note that any equipment purchased with an Illinois Wesleyan University grant, other than computers and peripherals, is the property of the University and must revert to the University in the event that the recipient leaves the University.
  - b. Supplies: This category may include, for example, art supplies, books, film, computer software, chemicals, rental space for auditorium or art studio, and so forth.

- c. **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.
- d. **Consultancy Fees:** When hiring a consultant is crucial to the successful creation of the end product—for example, the services of a statistician—please provide the name and qualifications of the consultant. (Publication expenses are not covered under this category. See section G below for support for such expenses.)
- e. **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 2022–23 the daily maximum is \$65 for food and \$275 for housing.
- f. **Student Wages:** Calculate a wage of \$12.75 per hour for all work performed by students from August 24, 2025 to April 30, 2026. The rate for Summer 2026 (May 1, 2026 until school starts in August) will be \$15 per hour. Grant funds must support both the hourly wage and fringe benefits for the student. The table below offers some guidance for determining necessary funds to support a student worker. *Please note that grant funds cannot be used to pay for work by non-exempt IWU staff.*

	Hourly Rate	Hours	Weeks	Base	Soc Sec	Total
<b>\$15/hr for 8 weeks</b>	\$15	35	8	\$4200	\$321.30	\$4521.30
	\$15	37.5	8	\$4500	\$344.25	\$4844.25
	\$15	40	8	\$4800	\$367.20	\$5167.20
	Hourly Rate	Hours	Weeks	Base	Soc Sec	Total
<b>\$15/hr for 9 weeks</b>	\$15	35	9	\$4725	\$361.46	\$5086.46
	\$15	37.5	9	\$5062.50	\$387.28	\$5449.78
	\$15	40	9	\$5400	\$413.10	\$5813.10
	Hourly Rate	Hours	Weeks	Base	Soc Sec	Total
<b>\$15/hr for 10 weeks</b>	\$15	35	10	\$5250	\$401.63	\$5651.63
	\$15	37.5	10	\$5625	\$430.31	\$6055.31
	\$15	40	10	\$6000	\$459.00	\$6459.00

- g. **Faculty Stipends:** Stipends and/or support to cover publication expenses may be requested.
- The amount requested for stipends(s) may not exceed \$2,000 per year per faculty member participating in the project (i.e., \$2,000 maximum for a 1-year grant and \$4,000 maximum for a 2-year grant).
  - Faculty who receive a stipend as part of a grant award can expect to receive their stipend in the month following receipt of their award

letter; the entire balance of the stipend will be automatically added to the faculty member's paycheck (for example, a stipend awarded in September will be included in the October paycheck). Please note that per Business Office policy, FICA will be deducted from the stipend amount before being processed by the Business Office.

- iii. Faculty receiving a 2-year ASD grant will have access to the entirety of the awarded reimbursable funds upon award notification. The entire stipend awarded for the 2-year grant period can expect the entire balance of the stipend to be added to their paycheck the month after receipt of their award letter. Please note that per Business Office policy, FICA will be deducted from the stipend amount before being processed by the Business Office.
- h. **Publication Fees:** Publication expenses for the scholarly/artistic end product can be supported. These may include, but are not limited to: copyright clearance and reproduction costs; submission and open access fees; and costs for illustrations, graphs, tables, indexing, and copyediting. Faculty members are encouraged to negotiate such costs with their publisher. Please note that the University Librarian and the Scholarly Communications Librarian are available to assist with these negotiations.
  - i. In recognition of different disciplinary standards for publication fees and the increasing benefit of Open Access publishing options, faculty may request up to \$3,500 for publication expenses with appropriate justification in the grant proposal, including the reasons for pursuing publication in the chosen venue, the quality of the venue, and whether or not other funding options to support the publication exist.
- 6. **A Brief Vita:** Please include a current vita not to exceed 2 pages. Include your educational background, professional positions held, publications, presentations at professional meetings, awards, and honors.

#### Submission Procedures and Timetable:

Applicants should submit their completed application and all supporting materials to [fdc@iwu.edu](mailto:fdc@iwu.edu) at or before each submission deadline. In addition, please **email a MS-Word copy of your 150-word "Summary of Project"** to [fdc@iwu.edu](mailto:fdc@iwu.edu). **Incomplete, incorrect, or late proposals will not be reviewed.**

#### Application deadlines:

First review period:	<b>4:00 PM, August 22, 2025</b>
Second review period:	<b>4:00 PM, October 20, 2025</b>
Third review period:	<b>4:00 PM, February 16, 2026</b>
Fourth review period:	<b>4:00 PM, March 23, 2026</b>

### Project Report:

A faculty member who is awarded a grant must file a written report electronically with the Thorpe Center ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)) no later than November 1 (or the first weekday thereafter) following grant termination; future funding eligibility is contingent on submission of this report. Although there is no official form, the report should contain a summary of work accomplished suitable for publication and dissemination to faculty colleagues. Colleagues whose projects are still in process by the report deadline should submit an interim report.

- Any publication arising from an IWU-funded project should carry the appropriate recognition of this support, e.g.: "This research was **supported by an Illinois Wesleyan University grant awarded to [applicant's name]**." A copy of the reprint should be forwarded to the Thorpe Center ([thorpe@iwu.edu](mailto:thorpe@iwu.edu); Ames 300).
- The FDC encourages faculty members who receive ASD support to consider sending the "end product(s)" of scholarly or artistic endeavor to the **IWU Digital Commons** for distribution, as a way to provide open access to their work beyond the campus and professional communities. Digital Commons offers a variety of options to work within publisher policies and copyright. For further information, questions, and/or concerns about sharing your work on Digital Commons, please contact the Scholarly Communications Librarian in The Ames Library.
  - Sample grant/leave proposals are available on the [Thorpe Center website](#).

### Reimbursement Procedures:

- *All* reimbursements *require* original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the [Business Office website](#)). Reimbursement requests should be submitted to the Dean of Curricular and Faculty Development via email ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)) or campus mail (Ames 300).
- To ensure the quickest turn-around time for reimbursement checks, please refer to the [Appendix A](#) at the end of this Handbook for detailed instructions on how to process a reimbursement.
- To avoid non-reimbursement of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
  - **IWU Policy on Authorized Use of Tax Exemption Number and Letter:** The University's federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.
  - For additional information on sales tax and what does and does not qualify for reimbursement, please contact the [University Business Office](#) (3022).

## Continuous Professional Development (CPD) Grant

### General Program Description:

The FDC and CETAL recognize 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 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. Applicants can apply once per academic year, as long as the previous CPD grant project was completed.
- A detailed budget must accompany the proposal, and expenses must be documented after completion of the activities.
- Awards are intended to cover expenses to be incurred during the current fiscal year (which ends July 31); any anticipated difficulties in meeting the July deadline to submit receipts for reimbursement should be discussed with the Dean of Curricular and Faculty Development.
- Except as noted here, all tenured, tenure-line, and teaching-track 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 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 Dean of Curricular and Faculty Development and is described earlier in this *Handbook*.
- Although the FDC and CETAL recognize 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 or CETAL (depending on the proposal) 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 Subsections clearly labeled**, using Times, Times Roman, Arial or Calibri 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](#) on the Thorpe Center's website).
2. **Summary of Previous CPD Grants:** If applicable, list up to the last *two* CPD grants. For each grant, please give (a) date and amount of the award, and (b) how the grant contributed to your professional development.
3. **Narrative:** This section of the proposal cannot exceed 1,500 words in length. It should be divided into the following subsections:
  - 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 on the Thorpe Center's website. Budget requests should have been explicitly justified in the narrative.
5. **A Brief Vita:** Please include a current vita not to exceed 2 pages. Include your educational background, professional positions held, publications, presentations at professional meetings, awards, and honors.

***\*Note: Incomplete, incorrect, or late proposals will not be reviewed.***

### Submission Procedures and Timetable:

- Required forms can be found on the Thorpe Center website under "Applications & Forms" > "[FDC Grants](#)."
- [CPD applications](#) should be submitted to FDC at [fdc@iwu.edu](mailto:fdc@iwu.edu). Proposals related to scholarly and creative work will be reviewed by FDC, while proposals related

to curriculum and instruction will be reviewed by CETAL. The FDC chair will ensure that proposals are received by the appropriate committee.

- **Deadlines are 4:00 PM on the 20<sup>th</sup>** of each month (or the first weekday thereafter) from September through March of each academic year.
- [Exemplary proposals](#) can be found on the Thorpe Center's website.

### Reimbursement Procedures:

- All reimbursements *require* original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the [Business Office website](#)). Reimbursement requests should be submitted to the Dean of Curricular and Faculty Development via email ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)) or campus mail (Ames 300).
- To ensure the quickest turn-around time for reimbursement checks, please refer to the [Appendix A](#) at the end of this Handbook for detailed instructions on preparing a reimbursement request.
- To avoid non-reimbursement of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
  - **IWU Policy on the Authorized Use of Tax Exemption Number/Letter:** The University's federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.
  - For additional information on sales tax and what does and does not qualify for reimbursement, please contact the University Business Office (ext. 3022).

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## Curriculum Development (CD) Grant

### General Program Description:

Curriculum Development (CD) grants assist faculty with the development of new courses or substantial revision of existing courses. Individuals or groups of two or three faculty may apply for CD support. Applications may be for a single course or multiple related courses. Required forms can be found on the Thorpe Center website under "Applications & Forms" > "[CETAL Grants](#)". Submit [CD applications](#) to CETAL at [cetal@iwu.edu](mailto:cetal@iwu.edu). [Exemplary proposals](#) can be found on the Thorpe Center Website.



### Examples of CD Grants:

The following list of examples is illustrative rather than exhaustive. CETAL encourages faculty to be creative and not feel compelled to tailor proposals to fit those listed below. Examples may include:

- Creation of a new course in the IWU curriculum
- Switching modalities of instruction from in-person to online or vice-versa
- Switching from a semester long course to a summer term course or vice-versa
- Adopting significant new course texts/materials, such as implementing the use of open educational resources (OER) throughout the course
- Implementing new pedagogical strategies throughout lecture, lab, or studio; such as project-based learning, flipped/active classroom techniques, culturally responsive teaching, and universal design for learning (UDL)

### Eligibility:

Tenured/tenure-track/teaching-track faculty members are eligible to apply for CD grants. Visiting faculty members are eligible to apply provided they are not in the final semester of their contract. Every individual is eligible for only one CD grant of any type each academic year. Funding must be used for the specified funded project. Those who have received support from other university programs to develop a course are eligible to apply for a CD grant for the same course. However, they are required to disclose information on the other funding that they have received. In no case will the total stipend for one course for an individual exceed \$2,000.

***\*Note: CD grants are designed to support future course development. No CD proposal will be accepted for submission in the same semester during which the proposed new or revised course is offered.***

### Criteria for Evaluation of CD Grants:

- CETAL will review and recommend those projects judged to be most meritorious for full or partial funding depending on availability of funds. The proposal should be skillfully written, with the following criteria in mind:
- Proposals should be comprehensible to the non-specialist in order to allow CETAL members to equally assess the quality, significance, and feasibility of the course(s) or course revision(s).
- Applicants should emphasize the significance of the proposed work to their development as a teacher.
- Applicants should discuss the course's contribution to the curricular needs of the department, program, or the university.
- Requests for electronic equipment, such as laptops and tablets, should be clearly justified with respect to their curricular value and efforts to obtain the best possible price.
- An explicit justification is provided for each item listed in the proposal budget.
- Technical or discipline-specific content and references, if any, should be included in an appendix or footnotes.
- All sections of the proposal requested in this program description and in the prescribed format should be contained within the submitted proposal.



### Application Categories:

Individual faculty members at any stage of their careers may apply for a CD grant. However, CETAL 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, CETAL will give priority to individual grants submitted by junior faculty members in the event that not all deserving grants can be funded.

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

### Grant Amounts and Eligible Expenses:

- *Individual Grants.* Awards to individuals may not exceed \$2,000. In all cases, funds can be granted as taxable cash stipends, as nontaxable reimbursement of documented expenses, or as a combination of taxable stipend and nontaxable documented expenses. Reimbursable expenses under these programs include items necessary to fulfill the objectives of the grant such as books, supplies, travel expenses, software, technical training (including software training), student wages, computers, peripherals, and other equipment. To receive the grant as an expense grant, a faculty member must submit detailed receipts with the appropriate expense voucher for all expenses claimed.
- *Group Grants.* Stipends for two or three faculty working together on a group curriculum proposal will be up to \$2,000 per course, with a limit of \$2,000 in stipend per faculty member and \$6,000 award per group proposal. As with other CETAL programs, faculty may choose to use the entire grant award as an allowable expense.
- In addition, to allow teams to share a consultant's expertise, library, or other resource materials; group travel to a conference; specialized and costly software or equipment; or other items required for course planning, additional money for group expenses is available: \$1,000 for two people and \$1,500 for three people. Reimbursable expenses under this program include such things as books, supplies, travel expenses, software, technical training (including software training), student wages, computers, peripherals, and other equipment.

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

***\*\*Note 2:** Faculty who receive a **stipend** as part of a grant award can expect to receive their stipend **one month following receipt of their award letter**; the entire balance of the stipend will be automatically added to the faculty member's paycheck (e.g., a stipend awarded in September will be included in the October paycheck). Please note that per Business Office policy, FICA will be deducted from the stipend amount before being processed by the Business Office.*

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	\$3,000	\$2,000	\$1,000
2	2	\$5,000	\$4,000	\$1,000
2	3+	\$5,000	\$4,000	\$1,000
3	1	\$3,500	\$2,000	\$1,500
3	2	\$5,500	\$4,000	\$1,500
3	3+	\$7,500	\$6,000	\$1,500

### Proposal Format and Content:

The submitted proposal should supply the following, in the order listed below, ***with the Major Sections and Subsections clearly labeled***, using Times, Times Roman, Arial or Calibri font, 12 point, single space, and a 1" margin on all sides. Please follow this format closely:

1. **Cover Page:** Please use the one-page cover provided. (See the [CD Grant Application form](#) on the Thorpe Center's website).
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.
    - i. For each new course, a 1000–1500-word detailed description of the projected course content, the measurable Student Learning Outcomes (SLOs) of the proposed course, including, if relevant, the SLOs for the appropriate Shared Curriculum categories and/ or flags (which can be found here), assignments, and teaching approaches.
    - ii. Describes the curricular contribution(s) the course makes to the department, program and/or the institution.
    - iii. 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:
    - i. A clear statement of how the grant will assist the faculty member(s) to develop or revise the course in terms of content and/or teaching approaches. Describe why the employed pedagogy is particularly appropriate for the course and how you might use

- this opportunity to expand your range of teaching areas or to enhance pedagogy in other classes.
- ii. An explicit justification for expense requests on the CD Grant's Budget Page that shows the relevance of each item to the proposed course development work.
  - iii. A list of all sources of funding, internal and external, relating to this project. In the case where additional funding has been awarded, there should be a clear distinction between work that has already been supported and additional work this grant will support.
- c. **IRB/IACUC Review.** (If your course does *not* involve animal or human subjects, write "Not Applicable" under this heading.) Research involving the use of animal or human subjects must receive approval from the proper institutional review committee before funding can be received. If your course will involve such research, describe your plans for seeking institutional review. See the *IWU Faculty Handbook* (available at <http://www.iwu.edu/provost>) for details on policies governing the use of animals or human subjects.
4. **CD Grant Budget Page:** Complete the budget sheet provided on the Thorpe Center's website. Include all expenses that are anticipated for the project. All budget requests—including requests for electronic equipment such as laptops and tablets—should have been explicitly justified in the narrative.
5. **Supervisor's Endorsement:** Because CD grants propose to develop the curriculum, the supervisor's endorsement is an essential component of a competitive application. It is important for applicants to consult their supervisor early in the process of developing the proposal.
- a. The supervisor letter should address the following:
    - i. Explicit language that indicates your endorsement of this grant.
    - ii. The specific contribution of the course to the program/curriculum, including the planned frequency for offering the course(s) and the student learning outcomes.
    - iii. The anticipated contribution of the course(s) to the applicant's teaching repertoire, whether that be an expansion of teaching content or pedagogical approaches.
  - b. In cases where the applicant is a department chair or program director, the Provost is the supervisor and would provide the endorsement. However, it is standard practice for the Provost to delegate that authority to a senior member of the department or program instead. In such cases, the applicant should confer with the Provost to determine an appropriate colleague. The candidate should then make sure the colleague has all the materials in a timely manner to review the application and submit their endorsement.

***\*Note: Proposals that do not adhere to this format, are incomplete, or submitted late may be returned without review.***

### Submission Procedures and Timetable:

Applicants should submit their completed application and all supporting materials to [cetal@iwu.edu](mailto:cetal@iwu.edu) at or before each of the submission deadlines.

#### *Application deadlines:*

First review period:	<b>4:00 PM, August 22, 2025</b>
Second review period:	<b>4:00 PM, October 16, 2025</b>
Third review period:	<b>4:00 PM, February 16, 2026</b>
Fourth review period:	<b>4:00 PM, March 23, 2026</b>

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

### Reimbursement Procedures:

- All reimbursements *require* original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the [Business Office website](#)). Reimbursement requests should be submitted to the Dean of Curricular and Faculty Development via email ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)) or campus mail (Ames 300).
- To ensure a speedy turn-around time for reimbursement checks, please refer to the [Appendix A](#) at the end of this Handbook for detailed instructions on how to process a reimbursement.
- To avoid non-reimbursement of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
  - **IWU Policy on the Authorized Use of Tax Exemption Number/Letter:** The University's federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.
  - For additional information on sales tax and what does and does not qualify for reimbursement, please contact the [University Business Office](#) (ext. 3022).

Course Development (CD) Grant, Single Point Rubric

Areas for Growth	Meets Grant Criteria	Exemplary Areas
	<b>Course Description (New/Revised)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describes specific learning outcomes, topics and their relationship to each other.</li> <li><input type="checkbox"/> Gives examples of possible assignments and their relationship to topics.</li> <li><input type="checkbox"/> Describes teaching methods in detail.</li> </ul>	
	<b>Impact on Curriculum/Program</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describes specific contribution of this course to the program or institutional curriculum.</li> <li><input type="checkbox"/> Discusses how the course responds to new developments in the field of study or how the content may be impactful to students.</li> </ul>	
	<b>Pedagogical Development</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describes how this course represents a new direction in the candidate's teaching approach or content area.</li> <li><input type="checkbox"/> Describes why the employed pedagogy is particularly appropriate for the course.</li> <li><input type="checkbox"/> Discusses how the candidate might use this opportunity to expand the range of teaching areas or to enhance pedagogy in other classes.</li> </ul>	
	<b>Rationale for Grant Request</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Includes a summary statement that clearly outlines how this grant will allow the faculty member to develop/revise the course and impact their pedagogy long-term.</li> <li><input type="checkbox"/> Provides an explicit justification for each item listed in the proposed budget.</li> <li><input type="checkbox"/> Provides an explicit statement on additional funding, with a clear distinction between previously supported work and new work this grant would support.</li> </ul>	

## Grant-Writing Incentive Program (GIP) Grant

### General Program Description:

FDC is aware that many (research) institutions support faculty with time in the form of course releases, stipends, and help from the grants office. To stimulate external grant submissions, the Grant-Writing Incentive Program (GIP) assists faculty in their role as principal investigator (PI) in the writing of grant proposals of various sizes by providing funds that can be used as a stipend or for reimbursement for travel. We encourage faculty to contact the Grants Office when writing grant proposals that require submission by an administrator.

### Grant Amounts and Eligible Expenses:

- For large grant proposals (above \$50,000, written for e.g., NEA, NEH, NIH, NSF), the GIP will provide a maximum of \$2,000.
- For medium grant proposals (\$10,000–50,000), the GIP will provide a maximum of \$1,000.
- For small grant proposals (\$3,000–10,000), the GIP will provide a maximum of \$500.

***\*Note: GIP funds can be used as a stipend or for traveling (e.g., visiting grant collaborators; consultation of an officer at a funding agency).***

### Eligibility:

Tenure-track, teaching-track, and tenured faculty are eligible to apply for the [GIP Grant](#). One faculty member can apply for one GIP per academic year. Revision and resubmission of a submitted external grant completed with a funded GIP is not eligible for a new GIP. New GIP proposals can be submitted when the previous GIP has been completed (send proof of grant submission confirmation or received decision of the submitted external grant to [fdc@iwu.edu](mailto:fdc@iwu.edu)).

### Proposal Contents:

The GIP proposal is expected to be short and to consist of:

1. A project title.
2. A 150-word summary of the proposed external grant, funding institution, requested total funds, expected end products, and the deadline for the intended grant submission.
3. A short paragraph on the impact of the external grant on the academic career.
4. A proposed timetable for grant writing and submission.
5. A short CV (2 pages).
6. A budget listing anticipated travel expenses and/or stipend needed to complete the external grant proposal for submission. GIP funding does not depend on the success of a submitted external grant.

Application Deadlines:

First review period:	<b>4:00 PM, August 22, 2025</b>
Second review period:	<b>4:00 PM, October 20, 2025</b>
Third review period:	<b>4:00 PM, February 16, 2026</b>
Fourth review period:	<b>4:00 PM, March 23, 2026</b>

Reimbursement Procedures:

- All reimbursements *require* original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the [Business Office website](#)). Reimbursement requests should be submitted to the Dean of Curricular and Faculty Development via email ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)) or campus mail (Ames 300).
- To ensure a speedy turn-around time for reimbursement checks, please refer to the [Appendix A](#) at the end of this Handbook for detailed instructions on how to process a reimbursement.
- To avoid non-reimbursement of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
  - **IWU Policy on the Authorized Use of Tax Exemption Number/Letter:** The University's federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. [Contact the Business Office](#) prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.
  - For additional information on sales tax and what does and does not qualify for reimbursement, please contact the [University Business Office](#) (3022).

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



## Instructional Development (ID) Grant

### General Program Description:

ID grants recognize that even small sums of money can stimulate innovation and improve pedagogy. The ID expense reimbursement program is intended to be simple, eliminating lengthy proposals and supervisor letters. Applicants need only submit an Instructional Development Grant Cover Sheet and Budget Page and a 500-1,000-word narrative describing the course and its pedagogy as presently delivered and the proposed use of funds (including a budget description).

Required forms can be found on the Thorpe Center website under “Applications & Forms” > “[CETAL Grants](#)”). [ID grant application](#) materials should be submitted to CETAL at [cetal@iwu.edu](mailto:cetal@iwu.edu). [Exemplary proposals](#) can be found on the Thorpe Center Website.

### Examples of ID Grants:

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

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

### Eligibility:

All course instructors (tenured/tenure-track/teaching-track faculty members, adjunct faculty members, and visiting faculty members) are eligible to apply for ID grants. Adjunct faculty whose contracts have not yet been finalized are eligible to apply with written approval of their department or program chair. Please note that you are entitled to only one successful ID grant per year.

### Amount of Grants:

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



### Submission Procedures and Timetable:

- **Please include a 500-1000 word detailed description of:**
  - a. The course and its pedagogy as presently delivered.
  - b. The proposed use of funds (including a budget description). Please explain whether or not any additional funding sources have been sought and/or received for this expense.
  - c. How the grant is expected to stimulate innovation and improve pedagogy.
- **Complete the Instructional Development Grant Budget Page:** Requests for electronic equipment, such as laptops and tablets, must be clearly justified with respect to instructional needs and efforts to obtain the best possible price.
- **Deadlines are 4:00 PM on the 20<sup>th</sup>** of each month (or the first weekday thereafter) from September through March of each academic year.
- Applicants should submit their completed application and all supporting materials to [cetal@iwu.edu](mailto:cetal@iwu.edu) at or before each of the submission deadlines.

*\*Note: Incomplete, incorrect, or late proposals will not be reviewed.*

### Reimbursement Procedures:

- All reimbursements *require* original, itemized receipts accompanied by the proper Business Office Accounts Payable form (found on the [Business Office website](#)). Reimbursement requests should be submitted to the Dean of Curricular and Faculty Development via email ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)) or campus mail (Ames 300).
  - To ensure a seamless reimbursement process, please refer to the [Appendix A](#) in the back of this handbook for detailed instructions on the reimbursement process.
  - To avoid non-reimbursement of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
    - **IWU Policy on the Authorized Use of Tax Exemption Number/Letter:** The University's federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.
    - For additional information on sales tax and what does and does not qualify for reimbursement, please [contact the University Business Office](#) (3022).
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## Faculty Reading Groups

The Thorpe 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.

### Guidelines

1. Topics and/or book lists must be circulated to the faculty community (the Thorpe 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 Thorpe 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 Thorpe Center will provide one book per faculty member each semester.

If you would like to propose a reading group for either the Fall or Spring term, please email the Dean of Curricular and Faculty Development ([thorpe@iwu.edu](mailto:thorpe@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 discussions, proposals for the Fall semester must be received by **October 1** (or the 1<sup>st</sup> weekday thereafter). Proposals for the Spring semester must be received by **February 1** (or the 1<sup>st</sup> weekday thereafter).

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## Faculty Scholarship Circles

Scholarship circles are designed to give faculty support in which to focus on their scholarly and artistic development with like-minded colleagues. Formed around themes, practices, and/or experiences that are common to a group of faculty, they allow for the intellectual exploration of a given topic, including applicable areas of research, intersections with teaching, and alignment with internal and external partners and resources. While disciplinary-specific scholarship circles are welcome, interdisciplinary circles are also encouraged, engaging faculty across disciplines with similar scholarly and creative goals. For example, a scholarship circle could be formed among mid-career faculty who are interested in reimagining their scholarly agenda after tenure. Another scholarship circle may form among faculty who are interested in an accountability group to support academic publishing. The goal is to promote ongoing intellectual interchange and support among group members.

While topics and the focus of each circle will often be determined by the participating faculty, circles may also be suggested or formed through the Dean of Curricular and Faculty Development's office or the Faculty Development Committee (FDC). The Thorpe Center, through the FDC programming budget, will provide non-stipend financial support for scholarship circles. Reimbursement for food and beverage expenses related to on- or off-campus meetings will be provided. Funds for additional resources may be available upon request.

## Guidelines:

1. Topics/goals of the group must be shared with the faculty community (the Thorpe Center will facilitate publicizing the group) and groups must be open to any member of the IWU faculty with interest in the topic and a serious commitment to participate.
2. Resulting groups must agree to meet several times throughout the course of at least one semester on a schedule that is entirely up to members. Scholarship circles are encouraged to meet regularly throughout the entire academic year. Meetings over the summer are permitted given group members agree that summer meetings are desirable/beneficial. The schedule of meeting dates should be set when the circle is finalized.
3. Circles are expected to invite the Dean of Curricular and Faculty Development to their final meeting each semester. The Dean will be present to listen to the conversation and distill the work into a report to be filed with FDC on the circle's behalf.
4. At least one member of the group should agree to present on the group's activities at the annual Scholarship Renewal program, sponsored each May by the FDC.
5. Scholarship circles are encouraged to launch at the annual May Scholarship Renewal program and include summer meetings if desirable/beneficial for the group, but circles may operate on a more traditional academic calendar.

While group members will ultimately determine the structure and execution of their scholarship circle, the Dean of Curricular and Faculty Development is available as a resource to help guide group members when needed. If you would like to propose a scholarship circle for either the Fall or Spring term, please email the Dean of Curricular and Faculty Development ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)) as soon as possible. In order to provide sufficient time for groups to meet and have time for productive meetings and discussions, proposals for the Fall semester must be received by October 1 (or the first weekday thereafter). Proposals for the Spring semester must be received by February 1 (or the first weekday thereafter). Proposals for summer only groups, or for circles to launch at the May Scholarship Renewal program must be received by April 20 (or the first weekday thereafter).

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## **Faculty Teaching Circles**

In an effort to promote developmental feedback on faculty members' teaching practices, the Thorpe Center also sponsors a Teaching Circles program. Under this program, groups of three faculty members from different departments visit each others' classes and offer constructive feedback with regard to syllabi and assignment construction and the use of pedagogical methods in a live classroom situation. If you are interested in participating in Teaching Circles, please contact the Dean of Curricular and Faculty Development at [thorpe@iwu.edu](mailto:thorpe@iwu.edu).

## Related Reading

*[“Teaching Circles: Making Inquiry Safe for Faculty”](#)* by Laurel Black and Mary Ann Cessna

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## Pre-Tenure Leave Program

This program is designed to provide a concentrated opportunity for professional development for faculty in the period prior to tenure consideration. All pre-tenure faculty with satisfactory progress towards tenure will have the opportunity to receive one Pre-Tenure Leave before tenure consideration.

*\*Note: The “Pre-Tenure Leave” program replaces the previous “Junior Faculty Leave”.*

### Eligibility Requirements

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

### Application Guidelines and Requirements

The Dean will send out a Google Form at the beginning of each April. After discussing intentions with your immediate supervisor, and before submitting a formal application, please fill out the online form. The formal proposal should be skillfully written, with the following criteria in mind:

- A copy of the [pre-tenure leave application](#) (found on the [Thorpe Center website](#)) should be submitted by the faculty member to their immediate supervisor by October 15 (or the first weekday thereafter), 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 to be submitted in a single PDF file to [fdc@iwu.edu](mailto:fdc@iwu.edu) no later than 4PM on November 1 (or the first weekday thereafter).
- Proposals should be comprehensible to the non-specialist so as to allow the FDC members to assess the quality, significance, and feasibility of the project.
- Applicants should emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to the scholarly/artistic community.
- Technical or highly discipline-specific content and references, if any, should be included in an appendix or footnotes.
- All sections of the proposal requested in this program description and in the prescribed format should be contained within the submitted proposal.

The submitted proposal should supply the following, in the order listed below, ***with the Major Sections and Subsections clearly labeled***, using Times, Times New Roman, Arial, or Calibri

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. Exemplary proposals can be found on the [Thorpe Center website](#). Proposals that do not adhere to this format may be returned without review.

1. **Cover Page:** Please use the one-page cover sheet provided on the Thorpe Center website.
2. **Title and Summary of Project:** Include a summary (150 words or less) of your project suitable for dissemination to the Board of Trustees and the general public. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, and goals of your project in this summary. (As explained in the *Submission Procedures and Timetable* section, applicants should email a Word copy of this Project Summary to [fdc@iwu.edu](mailto:fdc@iwu.edu)).
3. **Narrative:** This section of the proposal cannot exceed 2,500 words. It should be divided into the following subsections.
  - a. End Product. Please provide a clear description of the end product(s) for the project.
  - b. Artistic or Scholarly Significance of the Project. This section should discuss:
    - i. The nature of the problem to be examined.
    - ii. Artistic or scholarly context (or debate) applicant is addressing.
    - iii. The methodology to be used.
    - iv. The contribution the applicant expects to make with the project.
  - c. Professional Significance of the Project. This section should describe the importance of the project for the applicant’s professional development, highlighting ways in which the leave will have a major impact on the applicant’s professional development as a scholar or artist.
  - d. Proposed timetable. Include a timetable for completion of the end product.
  - e. IRB/IACUC Review. (If your proposed work does *not* involve animal or human subjects, write “Not Applicable” under this heading.) All research involving the use of animal or human subjects must receive approval from the proper institutional review committee. For such research, applicants should describe where their project is in the review process. The FDC *must* receive notification of approval **before** a Pre-Tenure leave will be granted, although leaves may be recommended to the Provost provisionally, pending the completion of the approval process. See the *IWU Faculty Handbook* (available at <http://www.iwu.edu/provost>) for details on policies governing the use of animal or human subjects. IRB application forms are available at <https://www.iwu.edu/institutional-review-board/>.
4. **A Brief Vita:** Please include a current vita *not to* exceed 2 pages. Include your educational background, professional positions held, publications or presentations at professional meetings, awards and honors.
5. **Letter of Recommendation:** The applicant’s immediate supervisor should send a letter of evaluation and recommendation to [fdc@iwu.edu](mailto:fdc@iwu.edu) by **November 1** (or the first weekday thereafter). In cases where the supervisor is outside the applicant’s department, the **applicant** may designate a recommender who is more familiar with the subject matter. The supervisor’s/recommender’s letter is an important source of information and a valuable aid in evaluating leave proposals. **The supervisor/recommender should**

**provide a critical review of the leave proposal, understandable to the non-specialist, rather than a general endorsement.** The FDC asks that the supervisor/recommender include the following in his/her evaluation:

- a. The significance of the leave for the applicant's scholarly/artistic development.
- b. The content of the proposal in the context of the field of study.
- c. The proposed methodology or creative approach.
- d. The ability of the faculty member to carry the project to a successful conclusion.
- e. The faculty member's progress towards tenure. (If the recommender is not the applicant's supervisor, a second letter should be submitted by the applicant's immediate supervisor to address this point.)

### Submission Procedures and Timetable

Complete applications (including the full proposal and Word copy of the Project Summary) must be received by the deadline for submission. ***The deadline for submission is November 1*** (or the first weekday thereafter) of the academic year preceding the requested leave. Applicants should submit their completed application as a PDF file along with all supporting materials to [fdc@iwu.edu](mailto:fdc@iwu.edu). In addition, please **email an MS-Word copy of your 150-word "Summary of Project"** to [fdc@iwu.edu](mailto:fdc@iwu.edu).

***\*Note: Incomplete, incorrect or late proposals will not be reviewed.***

### Review Procedures and Reporting Requirements

The primary criteria for the awarding of a Pre-Tenure Leave are:

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

The Provost will meet with the FDC and the Dean of Curricular and Faculty Development and will consult with the President before making final recommendations to the Board of Trustees in February. ***Recipients of leaves must provide a 2–3 page written summary of the completed leave program to [fdc@iwu.edu](mailto:fdc@iwu.edu) by November 1*** (or the first weekday thereafter) of the academic year ***following*** the leave.

***\*Note:*** Financial arrangements and other details are specified in the Faculty Handbook, as well as in the "[Sabbatical Leave Program](#)" section below, under "Academic Leave Compensation and Repayment Expectations."

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## **Sabbatical Leave Program**

The sabbatical program is intended to provide tenured and teaching-track faculty members the opportunity to grow as inspiring and effective teachers, scholars/artists. After six complete academic years of full-time service, faculty are eligible for a regular sabbatical leave for as much as one academic year and similarly each seventh year thereafter. Faculty may postpone a sabbatical for up to two years without altering the timeline for subsequent sabbaticals. Faculty on unpaid leave for all or part of an academic year may not count that year toward the six needed for sabbatical eligibility. Beginning in the 2023-2024 review cycle, the number of approved sabbaticals (to be taken the following year) will be limited to 1/7 of the eligible faculty body (those faculty members eligible for the sabbatical leave program based on length of service). The Dean of Curricular and Faculty Development will communicate the number of leaves available to those faculty who are scheduled to submit applications the semester before their applications are due.

Faculty members taking sabbatical leave have the option of one semester at full benefits and salary, or a complete academic year with half pay. The Dean will be happy to answer questions about benefits for a full year's leave. Faculty members eligible for a sabbatical leave should consult with their department heads/supervisors well in advance of the time they intend to take their leave. Faculty should discuss with their department heads/supervisors tentative plans for their use of the sabbatical semester/year so that a well-developed plan can be completed by the fall deadline for their sabbatical application.

There is no longer a "Notification of Intent to Apply for Sabbatical Leave" or a "Request to Defer Sabbatical Leave" form. The Dean will send out a call in March of the year before you will apply for a sabbatical with a Google Form to collect your response. For those intending to defer their sabbatical, please fill out the Google Form by April 1 (or the first weekday thereafter), approximately 16 months before the beginning of the academic year when the leave is scheduled to commence. The April 1 deadline allows the university to begin advanced strategic planning so as to address the staffing implications of the deferral.

## **Application Guidelines and Requirements**

1. A copy of the [sabbatical leave application](#) (found on the Thorpe Center's website under "Applications & Forms" > "[Faculty Leaves](#)") should be submitted by the faculty member to their immediate supervisor by October 15 (or the first weekday thereafter), 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 to be submitted in one PDF file to [fdc@iwu.edu](mailto:fdc@iwu.edu) no later than 4 PM on November 1 (or the first weekday thereafter). Exemplary proposals can be [found here](#).
2. The narrative portion should begin with a 150-word summary with a title, suitable for publication and dissemination to faculty colleagues and to the IWU Board of Trustees. In addition to including this summary in your proposal, please also email the MS-Word copy of your summary to [fdc@iwu.edu](mailto:fdc@iwu.edu). Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary and include the title, significance, goals, and end product of your project in this document.
3. The narrative should be skillfully written with the following criteria in mind:

- The body of the narrative is 2,500 words or less.
  - Specify the objectives of the proposed leave.
  - Explain in detail how these objectives/goals will be reached as a result of the leave.
  - Make the proposal comprehensible to the non-specialist, so as to allow the FDC members from other disciplines to assess the quality, significance, and feasibility of the project.
  - Emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to your scholarly/artistic community or pedagogy.
  - Locate technical or highly discipline-specific content and references, if any, in an appendix or footnotes.
  - Indicate the importance of the proposed leave to the applicant's personal and professional development as a teacher, scholar, or artist.
  - Summarize the applicant's record of accomplishment on previous IWU-funded grants and leaves.
4. The applicant should solicit a letter of evaluation and recommendation from their immediate supervisor. Candidates must attach their supervisor's letter to their proposal (FDC does not request a supervisor's letter nor remind a supervisor to submit one). In cases where the supervisor is outside the applicant's department, the **applicant** may designate a recommender who is more familiar with the subject matter. The supervisor's/recommender's letter is an important source of information and a valuable aid in evaluating leave proposals. **The supervisor/recommender should provide a critical review of the leave proposal, understandable to the non-specialist, rather than a general endorsement.** The FDC asks that the supervisor/recommender include the following in his/her evaluation:
- The significance of the leave's objectives in the discipline or field.
  - The importance of the leave for the applicant's professional development as a teacher, scholar, or artist.
  - An assessment of the applicant's record of accomplishment on previous grants and leaves.

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

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



6. All applicants should submit a current curriculum vitae. In addition, applicants who have received Artistic and Scholarly Development (ASD) funding since the last sabbatical should provide information on the outcomes (publications, presentations, performances, etc.) of that funding.
7. All applicants should notify any relevant interdisciplinary programs of their pending sabbatical application and indicate the courses that will not be offered by the applicant during the sabbatical leave. This notification will assist program directors when planning their curricula and when advising students.
8. Include a 150-word summary suitable for distribution to the Board of Trustees and/or non-experts in the field. Please do not use footnotes in the summary. At least one clear end product of your leave must be identified in your summary.
9. Applicants should submit a **digital copy** of their application in one PDF file and all supporting materials to [fdc@iwu.edu](mailto:fdc@iwu.edu) by 4 PM on **November 1** (or the first weekday thereafter). If the nature of the sabbatical leave project might be significantly altered after this deadline (e.g., if external funding is required for all or part of the leave and the status of the funding is uncertain), applicants should indicate how their leave schedules could be affected.
10. A report of the previous sabbatical or Pre-Tenure leave, if any, must be on file with the Thorpe Center in order for your application to be considered.

### Review Procedures and Reporting Requirements

- The FDC will carefully review all elements of the proposal. 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 the Dean of Curricular and Faculty Development and will consult with the President before final sabbatical recommendations are made to the Board of Trustees at the February meeting. Applicants will be notified soon after that meeting, and they must make formal acceptance of a leave in writing within 30 days. It is normally expected that the faculty member will return for a full academic year of service after the sabbatical.\*
- For leaves or course releases taken the previous academic year, a written summary of the completed leave program is due on November 1 (or the first weekday thereafter). There is no formal report form, but a 1,000–1,500 word report of scholarly/artistic and professional activities undertaken as a result of the leave and the relation of those activities to the original proposal must be filed electronically with the Thorpe Center ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)). **This report becomes an important part of the FDC's evaluation of an applicant's future grant and leave proposals.**

***\*Note: Financial arrangements and other details are specified in the Faculty Handbook, as well as the section below.***

## Academic Leave Compensation and Repayment Expectations

During an academic leave, the faculty member will receive their full salary and benefits for the agreed upon semester. The faculty member will have no teaching nor service obligations during the leave. Should the faculty member apply for and be granted a full-year academic leave (sabbatical only), the faculty member will receive half of their annual salary for the academic year. Human Resources should be consulted regarding benefits during a full-year half pay sabbatical.

The faculty member is expected to return to regular teaching and service duties no later than the first day of classes of the following semester (for fall academic leaves) or August 15 (for spring academic leaves). As stated in Chapter IV.E.1.a of the Faculty Handbook “The recipient of a sabbatical leave agrees to return to the University to teach for one academic year directly following the sabbatical leave. Faculty members who voluntarily terminate their service on the staff of the University prior to the end of the first academic year following the completion of the sabbatical will repay to the University a sum equal to 1/9th of their total compensation (i.e., annual salary and benefits) for each month remaining to be served during that academic year. Partial months shall be repaid on a prorated basis. In case of a medical disability following a sabbatical leave, the requirement to return compensation may be waived upon recommendation by the Provost with approval of the President.”

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## **Gardner-McNew Faculty Scholars**

To foster academic excellence and to invest in the success of current and future faculty, the Gardner-McNew Faculty Scholars Program encourages the development of strong plans for sabbatical leaves and brings further attention to the outstanding scholarly and creative work of the faculty. Such work is vital to IWU's success because it informs the teaching excellence that is the hallmark of an Illinois Wesleyan education.

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

Dr. Janet McNew came to Illinois Wesleyan as Provost and Dean of the Faculty in 1993 and held that position until 2006. She was also Acting President from early 2003 through July 2004, following the illness and death of President Minor Myers, Jr. McNew viewed her role as a faculty leader as a privilege she attempted to earn every day. Her efforts resulted in substantial budgetary and external funding increases to support academic programs and the faculty's creative and scholarly work. She was instrumental in the University's being awarded a Phi Beta Kappa chapter. She delighted in sharing her knowledge and love of poetry with the University community, often gracing convocations and ceremonies with passages that perfectly captured the occasion. In her memory, in 2024 the Gardner Faculty Scholars Program was renamed the Gardner-McNew Faculty Scholars Program.

Each year, one pre-tenure<sup>1</sup> faculty member and one tenured faculty member will be selected by the Faculty Development Committee for recognition as Gardner-McNew Faculty Scholars based on the quality and promise of their sabbatical plans. The application process involves a brief addendum to existing criteria for [sabbatical leave proposals](#), requiring only that the faculty member clearly indicate on the cover page of the proposal whether he or she wishes to be considered for the award.

Each Gardner-McNew Faculty Scholar (pre-tenure, tenured) will receive an award certificate and \$3,000 to be used as the recipient sees fit to support their scholarly/creative work while on leave. Some faculty may choose to have the award serve as a stipend.<sup>2</sup> Others may choose to have the award support reimbursable expenses such as expendable supplies, research travel, data access, etc.<sup>3</sup> The Gardner-McNew Faculty Scholar award does not limit a faculty member's eligibility for other forms of sabbatical leave support (e.g., Artistic and Scholarly Development grants, Curriculum Development grants, Continuous Professional Development grants, Instructional Development grants, Provost discretionary funds, etc.). Gardner-McNew Faculty Scholars will be announced by the President. The Scholars will file their normal post-sabbatical reports, and these outcomes will be shared with Dr. Gardner.

<sup>1</sup>. *In the event that the FDC determines that the pre-tenure applicant pool is insufficient to identify a compelling recipient of the pre-tenure award, a second tenured Gardner-McNew Scholar may be identified.*

<sup>2</sup>. *Salary will be paid through normal payroll procedures and includes appropriate withholding measures.*

<sup>3</sup>. *Reimbursements will be processed through the Thorpe Center.*

## **Faculty Colloquium Series**

The Faculty Colloquium Series was established to promote the celebration and sharing of IWU faculty research and pedagogical scholarship. Traditionally, speakers receive an honorarium and deliver a roughly 45-minute talk, followed by a Q&A session and reception.

All full-time, tenure-line, and teaching-track faculty members are eligible to propose a colloquium. We also encourage colleagues, chairs, and directors to identify relevant individuals to apply. Individual and group proposals are welcome for projects on faculty research or artistic work, as well as curricular or pedagogical projects.

These events are typically held in the fall and spring, and proposals are called for twice during the academic year. Members of FDC and CETAL will select proposals that give the fullest view of the creative and scholarly work and pedagogical innovation of the IWU faculty. An honorarium of \$800 will be available for individual presenters; honoraria of \$500 for each member will be available for groups of presenters (up to 3 total individuals per group allowed).

If interested, please email a title along with a 200-300 word abstract of your idea for a colloquium to the Thorpe Center at [thorpe@iwu.edu](mailto:thorpe@iwu.edu) by the next deadline (as outlined in the calendars at the start of this handbook) no later than 4:00 PM.

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## University Excellence Awards

University Excellence Awards are annual awards that recognize the efforts of faculty (tenure- and teaching-track) in one of the three domains of their professional lives: Teaching, Scholarship, or Service. Three awards, one in each domain, will be announced annually at The Ames Library's annual Faculty Scholarship and Creative Work Reception.

Each award will include a \$1000 stipend for the awardee. Award recipients are expected to share their work through CETAL and FDC programming in the awarded year via presentation at a workshop or event, including, but not limited to, annual August/May workshops or the Faculty Colloquium Series. FDC and CETAL will work with each recipient to determine the best venue for presentation.

### Eligibility

Tenure-line and teaching-track faculty are eligible for each award, as appropriate. Applications will be solicited following a nomination process. Self-nominations are encouraged.

Because of the nature of accomplishments recognized in each award, receiving a University Excellence award does not preclude one from being considered for the same award in a different award cycle. Each award focuses on recent achievements, accomplishments, and contributions and can therefore be awarded multiple times to the same individual.

Kemp honorees are invited to celebrate their recent accomplishments beginning five years after receiving the award and therefore are eligible for an Excellence award after that point. Additionally, because Endowed Chairs and Professors have been recognized and compensated for excellence in all aspects of their professional lives, and continued excellence is expected as part of their appointment, they are not eligible for University Excellence Awards.

### Selection Criteria

#### *Excellence in Teaching:*

The Excellence in Teaching award is designed to recognize and highlight strong pedagogical practices that enhance the student experience at IWU or advance pedagogical practices in higher education generally. Particular emphasis is on innovative and/or high impact teaching practices with measurable success. While some teaching awards emphasize a career of teaching excellence, this award is meant to acknowledge the work that may be foundational to building a career of teaching excellence.

Criteria on which applicants may be evaluated include:

1. Excellence in classroom teaching as indicated by outstanding student and peer reviews of teaching as well as evidence of student learning.
2. Activities inside and outside the classroom that indicate extraordinary service to students. Such activities might include, but are not limited to, academic advising, use of technologies that facilitate learning, co-curricular and/or community-based learning opportunities, and facilitation of experiential learning.

3. Efforts at improving teaching such as assessing the effectiveness of teaching activity and employing innovative approaches (nominee's original approach or adapted from another) to instruction that enhances student learning.
4. Other: Evidence of impacting the education of students more broadly: outside of one's own teaching, within one's department, throughout IWU, and outside of the University; evidence of scholarship of teaching and learning. Special consideration will be given to more recent achievements (e.g., during the past three years).

### *Excellence in Scholarly and Creative Work:*

The Excellence in Scholarly and Creative Work award is designed to recognize outstanding contributions to one's professional discipline. Particular emphasis is on dissemination of scholarship completed at IWU beyond the IWU community.

Criteria by which applicants may be evaluated include:

1. Making a significant contribution to the scholarly life and prestige of the University.
2. The contribution must be personal ( i.e., it must be made by an individual or an individual team), it must be scholarly or creative in nature (including artistic production and/or performance), and it must be accomplished while at IWU.
3. The Award may be given in recognition of significant productivity in the current academic year or in recognition of a consistently high level of personal scholarly activity over the last few years. The Award can be given for a single outstanding scholarly/artistic achievement or for a combination of notable achievements; special consideration will be given to more recent achievements (e.g., during the past three years).

Examples of contributions meriting the attention of the Committee would be the following:

- a. The recent publication of a book, a monograph, or other significant and refereed publications in a learned or professional journal.
- b. The recent delivery of a scholarly lecture or series of lectures.
- c. The completion of a significant research project that has regional, national, or international impact.
- d. Participation in a conversation, conference, or workshop program in a significant role such as speaker, consultant, or discussion leader.
- e. Election to office in a learned or professional society, or other special recognition by such an organization.
- f. Artistic accomplishments may include, but are not limited to, the creation of art objects, musical compositions, exhibitions of artwork, performances, directorial work, and professional work in the mass media.

It is not expected that a single achievement will be competitive enough to result in an award. Rather, successful applicants will demonstrate the establishment of a body of work/scholarly program that has impacted their field, the institution, or some combination thereof over a several year period. This could be accomplished through

several related scholarly products or the connection of scholarly work with another professional achievement.

### Excellence in Service:

The Excellence in Service award recognizes significant contributions to the IWU and surrounding community through service broadly defined.

Criteria by which applications may be evaluated include:

1. Leadership at IWU (in governance or other administrative work); the nominee does not need to have served in an administrative position but may have demonstrated outstanding leadership in other ways.
2. Mentoring of student activities.
3. Sponsorship of IWU or community events.
4. The creation/introduction or enhancement of services to IWU or community.
5. Other demonstrations of service; special consideration will be given to more recent achievements (e.g., during the past three years).

## Nomination Procedure and Review Process

An annual call for Excellence Awards nominations will be made by the Dean of Curricular and Faculty Development. Nominators should submit a brief (no more than 400 words) nomination rationale explaining how the nominee has exemplified excellence in the relevant domain of their professional life. Self nominations are encouraged. Please note that self nominations do not require a formal nomination rationale. Instead, please notify the Dean via email ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)) of your intention to apply by the nomination deadline listed below.

Nominees will be contacted by the Dean who will solicit a complete application from the nominee. The application will include a current C.V. and a narrative (no more than 1000 words) detailing the nominee's accomplishments as they pertain to the Excellence Award for which they have been nominated.

Applications will be reviewed by a committee of faculty members including representatives from FDC (2) and CETAL (2) as well as the Dean. Nominations will not be included in the review process so as not to disadvantage self-nominees.

## Spring 2026 Deadlines

Nominations are due to [thorpe@iwu.edu](mailto:thorpe@iwu.edu) by 4PM on Tuesday, March 10, 2026. Before the end of the day, nominees will be notified by the Dean, who will then solicit application materials appropriately. Nominees' completed applications will be due to [thorpe@iwu.edu](mailto:thorpe@iwu.edu) by 4PM on Friday, April 10, 2026.

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## **Faculty-Involved Student Travel Opportunities (Academic)**

IWU offers numerous academic opportunities for both domestic and international student travel that are sponsored and/or led by a faculty member. There are four main kinds of these student travel opportunities: (1) [Faculty-Sponsored Student Travel \(Academic\)](#); (2) [Faculty-Led Travel Courses](#); (3) [Faculty-Led Field Trips](#); and various (4) [Study Abroad Opportunities](#). Questions about domestic, academic student travel can be directed to the Dean of Curricular and Faculty Development in the Thorpe Center. Direct questions about international opportunities to IWU's [International Office](#), as well as the Dean of Curricular and Faculty Development.

For trips that conflict with students' classes, please note that students will not be excused from their class work automatically and must have advance permission of their other faculty members.

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### **Faculty-Sponsored (Academic) Student Travel**

A faculty member can sponsor 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, performances, or galleries. The Thorpe Center offers modest travel support for faculty and students interested in these opportunities; questions about this type of student travel should be directed to the Dean of Curricular and Faculty Development.

### **Eligibility, Guidelines, and Restrictions**

- Support is limited to Junior or Senior students (or have already completed at least 15 credit units at a postsecondary institution) with well-defined research/artistic programs that are supervised by members of the faculty.
- The total budget pool for this type of student travel is \$5,000, 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 and Dean will consider requests for higher amounts per student on a case-by-case basis; relevant factors will include the distance from IWU to the destination, the length of the proposed stay, and how expensive an area the student will be visiting. The annual per faculty limit will be observed in these cases unless a well-justified case for exceeding the limit is made.
- IWU must have the appropriate, signed waivers on file from students before any university-affiliated travel can occur for legal reasons. Failure to provide these forms may result in a denial of funds or other coverage.
- Students must complete and submit a [Faculty-Sponsored Student Travel Application and appropriate waiver](#) to the Thorpe Center for approval and before any travel occurs; see processing steps outlined below.
- Notes on Reimbursements:
  - Upon return, funds can be claimed by following the reimbursement process for all Thorpe Center transactions; see [Appendix A](#) for detailed reimbursement

instructions. Once the reimbursement is ready for submission, it is then given to the Thorpe Center, where the reimbursement will be reviewed, approved, and processed.

- University policy permits reimbursement for mileage, airfare, or other transportation; meals; conference registration; and lodging. Please note that all reimbursements require original, itemized receipts accompanied by the proper Business Office Accounts Payable form from the Business Office's [website \(Travel Voucher FAQ\)](#).

## Application Procedures

The Student is responsible for securing a Faculty Sponsor, as well as obtaining, completing, and submitting the following items to gain official approval for this form of student travel and possible access to professional development funds via the Thorpe Center:

1. Faculty Sponsor's Letter of Support
2. [Faculty-Sponsored Student Travel \(Academic\) Application](#)
3. Proof of Presentation/Performance/Exhibition (e.g., event program, acceptance letter/email, etc.)
4. Appropriate Waiver (either [Basic Risk or Heightened Risk](#))

## Important Deadlines

- All application materials must be submitted at least 10 business days before the proposed travel date and approved prior to any travel occurring.
  - Students who fail to submit all of their completed application materials before this deadline may be denied access to Thorpe funds.
  - Signed waivers/releases must be on file with the Thorpe Center before students can embark on any travel.
- All paperwork for approved travel's reimbursement requests should be submitted to the Thorpe Center within two weeks of returning from the approved travel.

## Step-by-Step Faculty-Sponsored (Academic) Student Travel Process

1. A student wants to travel domestically for conference, performance, or exhibition purposes (can be either overnight or for one-day travels).
2. An IWU faculty member agrees to sponsor the student's request for travel.
3. The student discusses all aspects of travel with their sponsoring faculty member.
  - i. The student and Faculty Sponsor determine what level of risk is expected to be involved – either “minimal, anticipated risk” (BASIC RISK) or “heightened level of anticipated risk” (HEIGHTENED RISK) – and should subsequently choose the appropriate waiver for the student to review and submit:
    1. BASIC RISK TRAVEL
      - a. Certain risks are inherent to personal health, safety and/or property when traveling and when traveling overnight. It is Illinois Wesleyan University's policy that individuals will not be permitted to participate in the Activity involving overnight travel unless he or she is willing to accept the associated travel risks and execute this waiver of liability pertaining to those risks.

## 2. HEIGHTENED RISK TRAVEL

- a. An inherently dangerous activity is one that even with the exercise of due care, it is very likely someone participating in this activity will still get hurt at some point in time. Regardless of its best efforts, an institution simply cannot control inherent risk. For example, activities involving (1) a higher degree of danger than the chemistry laboratory experience, (2) bodies of water, (3) strenuous activity, and other activities are considered inherently dangerous. As with any inherently dangerous activity or program involving travel, certain risks are inherent to personal health, safety and/or property therewith.
  4. The student completes a [Faculty-Sponsored Student Travel \(Academic\) Application](#) and compiles all other materials needed for their submission.
  5. The student submits a completed application with all required deliverables (including the [appropriate waiver](#)) to the Dean of Curricular and Faculty Development in the Thorpe Center at least 10 business days before the proposed trip.
  6. Dean reviews/approves application (or returns application for further review/edits).
  7. The Thorpe Center sends an approval email to the student and Faculty Sponsor (as well as the Dean of Students for any overnight trips) that includes the approved amount of funding available to the student for the current academic year.
  8. To be reimbursed for travel-related expenses, the student should fill out a Travel Voucher (from the [Business Office](#)) if they have multiple receipts associated with the trip; if there is only one receipt to be reimbursed, then they should fill out a Request for Non-Invoice Payment (also from the [Business Office](#)), instead.
  9. The student submits their completed reimbursement request with all related, itemized receipts and a copy of their approved travel request, to the Dean of Curricular and Faculty Development in the Thorpe Center within two weeks of returning from the trip.
    - a. Note: Students requesting reimbursements should include their IWU ID# and home address on the reimbursement paperwork to expedite processing.
  10. The reimbursement request is then processed by the Thorpe Center.
  11. The Thorpe Center submits the processed paperwork to the Business Office.
  12. The Business Office approves the release of reimbursement funds.
  13. The student receives their requested reimbursement.
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## Faculty-Led Travel Courses

IWU faculty may propose a faculty-led travel course to add to the travel course rotation maintained by the Dean of Curricular and Faculty Development. Travel courses typically require 18 months to develop. Consult with the Dean about how to propose and develop your travel courses before entering them into the course schedule. For more information, refer to the most current version of the [Faculty Handbook](#) (located on the Provost's webpage, under the Faculty Resources menu tab).

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## Faculty-Led Field Trips

IWU faculty have the option to take their students out into the community on curricular or co-curricular field trips for research purposes and/or experiential learning opportunities.

### Important Deadlines

- [Information Forms](#) for field trips should be submitted to the Thorpe Center as early as possible, but are needed at least one month prior to the proposed trip to ensure all preparations and materials are properly handled.
- [Waivers](#) for students travelling are required to be submitted and on file with the Thorpe Center before the field trip occurs.

### Step-by-Step Field Trip Process

#### Preparation steps for faculty:

1. Faculty wants to take their students on a class-related, domestic trip.
2. Faculty determines the level of risk associated with their proposed field trip (feel free to reach out to the Dean of Curricular & Faculty Development for more guidance on this step).
  - a. The level of risk will either be considered one with a basic or heightened level of anticipated risk:
    - i. BASIC RISK TRAVEL
      1. Certain risks are inherent to personal health, safety and/or property when traveling and when traveling overnight. It is Illinois Wesleyan University's policy that individuals will not be permitted to participate in the Activity involving overnight travel unless he or she is willing to accept the associated travel risks and execute this waiver of liability pertaining to those risks.
    - ii. HEIGHTENED RISK TRAVEL
      1. An inherently dangerous activity is one that even with the exercise of due care, it is very likely someone participating in this activity will still get hurt at some point in time. Regardless of its best efforts, an institution simply cannot control inherent risk. For example, activities involving (1) a higher degree of danger than the chemistry laboratory experience, (2) bodies of water, (3) strenuous activity, and

other activities are considered inherently dangerous. As with any inherently dangerous activity or program involving travel, certain risks are inherent to personal health, safety and/or property therewith.

3. Faculty completes and submits a [Field Trip Information Form](#) to the Thorpe Center at least one month prior to the proposed travel date(s).
4. The Dean of Curricular and Faculty Development reviews the submitted Information Form.
  - a. If needed, details about the trip are discussed/clarified with the faculty member.
5. The Dean of Curricular and Faculty Development approves the field trip.

Once Field Trip is approved:

1. Thorpe's Admin. sends a confirmation email to the faculty member in charge of the trip that includes a link to appropriate students' waiver/release Google Form (& faculty's waiver?) and any other relevant information for the trip.
2. **(\*If field trip is overnight)** Thorpe's Admin. sends a copy of the related class roster to the Dean of Students.
3. Faculty informs all students attending their field trip to review and submit responses for the [appropriate waiver's Google Form](#).
  - a. Please note that signed waivers for all attending parties must be on file with the Thorpe Center before any travel can take place.
4. A copy of the waiver/release spreadsheet with the Google Form responses from students is sent to the leading faculty member (includes students' emergency contact information).
5. Faculty secures transportation using the appropriate methods.
6. Faculty and students embark on approved travel.

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## Additional Faculty-Involved, Developmental Opportunities for Students

### Eckley Summer Scholars and Artists Endowment

Information on the Eckley Scholars and Artists Program can be found [here](#).

### London and Barcelona Program Directorships

IWU has historically offered two semester-length study abroad programs in London (Fall Semester) and Barcelona (Spring Semester). The faculty members selected for these positions bear responsibility for the overall academic and administrative management of their program, as well as for the general well-being of the students involved. Applicants for these positions must be tenured or tenure-line, with a minimum of 5 years of service at IWU. Faculty members interested in learning more about the programs and the application process may contact the International Office ([internationaloffice@iwu.edu](mailto:internationaloffice@iwu.edu)) or the Provost's Office ([provost@iwu.edu](mailto:provost@iwu.edu)).

## Technos International Week

The Tanaka Ikueikai Educational Trust presents and funds the Technos International Week, a two-week, all-expenses paid trip to Japan during the summer, usually in early June. Every year IWU is invited to send representatives consisting of one faculty or staff 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 or staff representative will have the opportunity to stay with a Japanese family. In addition, the faculty/staff member and students are also expected to give a presentation about IWU to introduce our university, and they will be invited to give a presentation or guest lecture on aspects of their scholarship/ artistic work appropriate to Technos College.

### *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 understanding and acceptance of the International Week mission statement and Dr. Tanaka's vision for the event, and a desire to contribute to the strengthening and deepening of sister-school ties;
3. A keen awareness that they are representing their institution, their country, and its culture;
4. An excellent academic record (student candidates);
5. A willingness to meet people from different racial and cultural backgrounds and experience elements of Japanese culture, living conditions, and cuisine that may be unfamiliar;
6. No previous travel experience in Japan (guest participants should be new to all cultural, geographical, and interpersonal aspects of the program); and
7. The ability to enter Japan for the duration of the program on a tourist visa (free of immigration restrictions). You might consult the webpage of the Ministry of Foreign Affairs of Japan for visa exceptions for short-term stays ([https://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html#notice02](https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html#notice02))

### *Responsibilities of the Technos Faculty Leader include:*

1. Participating in the selection of the student representatives in late Feb. 2025;
2. Working with our Asst. Director of International Office/Study Abroad, Leah Schneblin, throughout the preparation for the trip, organizing the on-campus orientation meeting, coordinating with the Technos staff and our students during the program, and in general representing IWU at various occasions;
3. Possibly submitting a short video about IWU's campus or other integrative activities to continue the connection with students at Technos College;
4. Upon return, writing a brief report (due to the Thorpe Center by 1 September 2026) on the exchange, including an account of the expected impact that the

experience will have on your professional development, work with students, or larger work at the University; and,

5. Participating in two group presentations on campus in 2026-27: one to the International and Global Studies program introductory course (INST 240 Thinking Globally) and another at an all-University presentation about Technos International Week.

A call for Technos International Week applications will be issued by email in early November. If you are interested in this opportunity, please email Assistant Director of International Office/Study Abroad, Leah Schneblin [lschnebl@iwu.edu](mailto:lschnebl@iwu.edu). The completed application should include these 2 items: (1) a short (1-2 page) statement that addresses your interest in Japanese culture and your understanding of the Technos International Week mission. Your statement should also outline how this experience will benefit your work at the University, particularly your work with students; and, (2) a short (1 page) resume/CV.

Applications will be reviewed by an ad hoc committee composed of one member each from the Faculty Development Committee and the Staff Council, two previous participants (faculty, staff, or student), the Assistant Director of the International Office/Study Abroad, and the Dean of Curricular and Faculty Development. The committee will make a decision by early January.

More information on this program can be found on IWU's website, here: <https://www.iwu.edu/international-studies/technos-program.html>.

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## **Appendix A: Guide to ALL Supported Initiative Reimbursement Process**

*(e.g., faculty travel, internal grants, memberships, workshops, materials, supplies, etc.)*

The Thorpe Center primarily operates on reimbursements, meaning faculty must pay for their approved travel and awarded development opportunities themselves and then can request reimbursements from Thorpe. Therefore, faculty should be mindful to obtain and keep itemized receipts and all relevant documentation of each travel-related expenditure.

### **Step-by-Step Reimbursement Process:**

After the travel is completed, or approved items are purchased, faculty can seek reimbursement by following this process:

1. Download the appropriate IWU expense form from the [Business Office](#) website. There are two different forms to choose from:
  - a. For travel, use the Travel Expense Voucher.
  - b. For simple reimbursements, such as food for an event, membership dues, books, etc., use the Request for Non-Invoice Payment form.
2. On the corresponding expense form, faculty will fill in their name (payee), ID number, purpose of the reimbursement (e.g., ASD Grant travel, Professional Development, Professional Membership Dues, etc.), itemization of each purchase, and total amount of all receipts.
3. Attach all receipts to the filled-in expense form and submit them to the Thorpe Center in The Ames Library, Suite 300 ([thorpe@iwu.edu](mailto:thorpe@iwu.edu)).
4. For auditing purposes, **all expenses** (except automobile mileage), regardless of the amount, **must be documented with original itemized receipts**, vouchers, or similar statements (listing the individual purchases, as well as prices in U.S. currency, including **\*daily exchange rate documentation** where applicable). Expenses of nominal value, such as taxi, bus fares, tolls, and tips, must include dates and purposes in the reimbursement documentation.

\*Exchange Rate Documentation: If charges were originally in a non-U.S. currency, it is the **responsibility of the faculty member seeking reimbursement to convert each receipt to USD using a daily conversion rate**. The Business Office **requires** that each receipt be converted according to a daily rate, figured using a currency converter website, such as [XE Currency Converter](#), [Google Currency Exchange Calculator](#), [OANDA Currency Exchange Converter](#), and they also require *documentation of the website used*. Alternatively, a credit card ledger can be used to demonstrate the actual conversion amount. The credit card ledger cannot stand in place of the itemized receipt, however.

## **Appendix A (continued)**

### **Additional Notes Concerning All Reimbursements**

- Faculty should plan for **at least a two-week turnaround time** for reimbursement processing and should keep in mind that reimbursements ultimately come from the Business Office. Faculty members seeking reimbursement can speed up the process by completing all necessary forms, receipts, approvals, etc.
- Incomplete or incorrect requests received by the Thorpe Center may be returned to the requesting faculty member for revisions.
- **The University does not reimburse sales tax for some items.**
  - To avoid the payment of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exempt Letter (available through the [Business Office](#)). Sales tax exemption applies to sales tax (IL sales tax is often not a reimbursable expense, as is the case with the purchasing of materials, such as books, lab equipment, supplies, etc.), but sales tax does not extend to hotel tax, transportation fees, etc., and therefore tax on these types of expenses are reimbursable. For additional information on sales tax and what does and does not qualify for reimbursement, please contact the [University Business Office](#).
- To accommodate the University's end-of-fiscal-year accounting requirements, no expense forms will be accepted from the standard professional development budget after **July 4 or the following business day** of the current fiscal year. Please note that any requests coming in after this date will be drawn against the next fiscal year's allotment (as applicable).
- Read the [Business Office Policies](#)' section on "Travel" for detailed guidelines, stipulations, and restrictions for travel reimbursements.
  - Noteworthy (but non-exhaustive) policies:
    - **The University does not reimburse travel insurance purchased as an add-on service through the airline or flight booking app.**
    - **Reimbursement for automobile mileage follows standard reimbursement rates determined by the Internal Revenue Service.**
      - **Because IWU reimburses the mileage for trips driven with personal vehicles, gas expenses are not reimbursable in these situations.**
    - **Rental vehicles do not qualify for per-mile reimbursement. Please save the receipts for the rental and any fuel purchased for reimbursement.**
    - **Please also note that the Business Office will not reimburse the following travel expenses:**
      - **Alcoholic beverages**
      - **Personal entertainment**
      - **Travel unrelated to IWU activities**
      - **Daily travel to and from one's residence to IWU (remote employees should check with their supervisor to see if travel expenses to and from campus can be reimbursed)**
      - **Personal Laundry**
      - **Expenses for travel companions**
      - **Travel insurance**

## **Appendix B: FDC and CETAL Members for Current Academic Year**

### **‘25-‘26 FDC Members**

Brandi Reissenweber, MFA – Professor of English (Chair)  
Alyssa Culp, PhD – Visiting Assistant Professor of History (Vice Chair)  
Liz Bloodworth – Assistant Professor of The Ames Library  
Carmela Ferradáns, PhD – Dean of Curricular and Faculty Development (*ex officio*)  
Marie Nebel-Schwalm, PhD – Associate Professor of Psychology (Spr. ‘26 only)  
Jim Simeone, PhD – Sally A. Firestone Professor in Peace and Social Justice &  
Professor of Political Science  
Gabe Spalding, PhD – B. Charles and Joyce Eichhorn Ames Professor of Physics  
(Fall ‘25 only)

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### **‘25-‘26 CETAL Members**

#### **Elected Members:**

Libby Haywood, PhD – Assistant Professor of Biology (Chair)  
Billie Jarvis-Freeman, PhD – Associate Professor of Humanities & Writing Center  
(Vice Chair)  
Lindsey Kellar, PhD – Associate Dean of Health Sciences, Associate Professor of Health  
Sciences, & Assistant Athletic Director for Student-Athlete Wellness  
Lisa Nelson, DMA – Associate Professor in the School of Music  
Tyler Schwend, PhD – Associate Professor of Biology

#### **Additional Members:**

Carmela Ferradáns, PhD – Dean of Curricular and Faculty Development (*ex officio*)  
Stephanie Guedet, PhD – Lead Instructional Designer  
Deborah Halperin – Representative for the Office of High Impact Practice &  
Director of the Center for Engaged Learning  
Rick Lindquist, CIO – Information Technology  
Chris Sweet, MLIS – University Librarian Representative  
Sara Spaniol, EdD – Instructional Technologist

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## **Appendix C: '24-'25 Recipients of Internal Grants and Other Awards**

### **Artistic and Scholarly Development (ASD) Grant Recipients:**

Abdel Isakovic, PhD (Assistant Professor of Physics)  
Edgar Lehr, Dr. habil. (Robert W. Harrington Endowed Professor of Biology)  
Abby Mann (Digital Scholarship Librarian & Assistant Professor of The Ames Library)  
& Liz Bloodworth, MLIS (University Archivist and Special Collections Librarian  
& Assistant Professor of The Ames Library)  
Jennifer Rushlow, PhD (Assistant Professor of Economics)  
Chris Sweet, MLIS (Information Literacy and Scholarly Communications Librarian &  
Professor of The Ames Library)  
Amanda Vicary, PhD (Associate Professor of Psychology)

### **Curriculum Development (CD) Grant Recipients:**

Alyssa Culp, PhD (Visiting Assistant Professor of History)  
Maggie Evans, PhD (Associate Professor of Educational Studies)  
Amanda Hopkins, PhD (Associate Professor of Nursing)  
Courtney Irby (Associate Professor of Sociology & Director of Women's, Gender, and  
Sexuality Studies)  
Edgar Lehr, Dr. habil. (Robert W. Harrington Endowed Professor of Biology)  
Kate Neally, EdD (Assistant Professor of Educational Studies)  
Brandi Reissenweber, MFA (Professor of English)  
Wathsala Waduge, PhD, & Angela Peverly (Assistant Professors of Chemistry &  
Biochemistry)

### **Continuous Professional Development (CPD) Grant Recipients:**

Abdel Isakovic, PhD (Assistant Professor of Physics)  
Brandi Reissenweber, MFA (Professor of English)  
Jeremy Roberts, DM, PMP CSCP-F (Assistant Professor of Business & Supply Chain  
Management)

### **Grant-Incentive Program (GIP) Grant Recipients:**

Edgar Lehr, Dr. habil. (Robert W. Harrington Endowed Professor of Biology)  
Jeremy Roberts, DM, PMP CSCP-F (Assistant Professor of Business & Supply Chain  
Management)

## **Appendix C (continued)**

### **Instructional Development (ID) Grant Recipients:**

Keller Andrews, PhD (Assistant Professor of Physics)  
Ilia Radoslavov, DMA (Professor of Music)  
Jim Simeone, PhD (Sally A. Firestone Professor in Peace and Social Justice & Professor of Political Science)  
Amanda Vicary, PhD (Associate Professor of Psychology)

### **University Excellence Award Recipients:**

*Excellence in Teaching Award:* Wendy Kookan, PhD (Associate Professor of Nursing)  
*Excellence in Scholarship Award:* Marie Nebel-Schwalm, PhD (Associate Professor of Psychology)  
*Excellence in Service Award:* Carmela Ferradáns, PhD (Director of International and Global Studies & Professor of Hispanic Studies World Languages, Literatures and Cultures)

### **Faculty Colloquium Series Presenters:**

Jason Themanson, PhD (Professor of Psychology)  
*“Neuroscience at the Plate: On the Relationship Between Neural Activity and Hitting Performance in Baseball Players”*

Noël Kerr, PhD (Associate Professor for the School of Nursing)  
Amanda Hopkins, PhD (Associate Professor of Nursing)  
Amanda Kemp, MSN, RN (Nursing Interventions Lab – Simulation Expert)  
*“Considerations in Implementing a Transgender Healthcare Simulation in Educational Settings”*

David Remmert, PhD (Assistant Professor of Public Health)  
*“How Health Policy and Political Polarization Impact Health Outcomes”*

Chris Sweet, MLIS (Information Literacy and Scholarly Communications Librarian & Professor of The Ames Library)  
*“The History of Bicycling in Illinois”*

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## **Appendix D: '25-'26 Leave Recipients and Related Awards**

### **Pre-Tenure Leave Recipients:**

Juan Rodríguez Barrera, PhD (Assistant Professor of English)

Leigh Moon, MS (Assistant Professor of Accounting)

### **Sabbatical Recipients:**

Jean Kerr, MA (Director & Associate Professor for the School of Theatre Arts)

Marie Nebel-Schwalm, PhD (Associate Professor of Psychology)

Kristine Nielsen, PhD (Associate Professor of Art History)

Kevin Sullivan (Professor of Accounting)

### **Gardner-McNew Scholars:**

Marie Nebel-Schwalm, PhD (Associate Professor of Psychology)

Juan Rodríguez Barrera, PhD (Assistant Professor of English)

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