

Faculty Development Handbook

2026-2027



Carmela Ferradáns, Dean of Curricular and Faculty Development

Fall 2026 Calendar of Deadlines for the Thorpe Center, the Faculty Development Committee (FDC), and the Council for Excellence in Teaching and Learning (CETAL)

Submission procedures/reminders:

All forms, unless otherwise noted, should be submitted via email to 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 20, 2026	ASD, CD, GLO, GIP, and ID grant proposals due to FDC (first review period)
September 1, 2026	First day Faculty's Professional Development & Travel Funds are available for reimbursements
September 21, 2026	ASD, CD, GLO, GIP, and ID grant proposals due to FDC (second review period)
	AI Innovation Grant proposals due to CETAL (first review period)
October 2, 2026	Fall faculty reading group proposals
	Fall faculty scholarship circle proposals
October 16, 2026	Sabbatical & Pre-Tenure Leave applications for leaves that will occur in the 2027-2028 academic year are due to the applicant's supervisor
November 2, 2026	Sabbatical and Pre-Tenure Leave applications for leaves that will occur in 2027-2028 academic year are due to FDC
	Reports for all ASD & CD grants awarded in 2025-2026 <i>*Note: If a grant is still in progress on this due date, applicants should submit a progress/interim report.</i>
	Reports for sabbatical and pre-tenure leaves taken in 2025-2026

Spring/Summer 2027 Calendar of Deadlines for the Thorpe Center, the Faculty Development Committee (FDC), and the Council for Excellence in Teaching and Learning (CETAL)

Due Dates	Item(s) Due
January 29, 2027	Applications to be the faculty leader for Technos International Week are due to abroad@iwu.edu
February 1, 2027	Spring faculty reading group proposals
	Spring faculty scholarship circle proposals
February 22, 2027	ASD, CD, GLO, GIP, and ID grant proposals due to FDC (third review period)
	AI Innovation Grant proposals due to CETAL (second review period)
March 22, 2027	ASD, CD, GLO, GIP, and ID grant proposals due to FDC (final review period)
	AI Innovation Grant proposals due to CETAL (final review period)
March 26, 2027	2027-2028 Faculty Colloquium Series proposals
April 1, 2027	Intentions to apply for or defer upcoming sabbatical leave
	Intentions to apply for upcoming pre-tenure leave
April 9, 2027	Nominations for 2027 Thorpe Awards
May 31, 2027	Last day to submit reimbursement paperwork for Faculty's Professional Development/Travel Funds for the current academic year
	Last day to submit formal requests for supplemental funds relating to Professional Development/Travel Funds
June 11, 2027	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)
July 2, 2027	Last day to submit requests relating to stipends to the Thorpe Center to be paid in/from the current fiscal year
July 9, 2027	Last day to submit any outstanding expense vouchers or reimbursement requests to the Thorpe Center to be paid for expenses from the current fiscal year (Aug. 1 - Jul. 31)

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Overview of Thorpe's Funding Opportunities for Faculty

Funding Opportunities	Purpose	Eligibility	Max. Amount of Funds	Fundable Expenses
<u>Faculty Professional Development/ Travel Funds</u> <i>Administered by Thorpe Center</i>	Professional activities relating to travel &/or development for all full-time faculty	Tenure-Track/Tenured (TT), Teaching-Track (TCHT), & Visiting Faculty (V)	\$1,000 Base Funds for all full-time faculty; one potential supplement at the end of the AY for formal participation or presentations if funds are available: TT/TCHT = \$1,000 (domestic) ~or~ \$1,450 (international); V = \$200	Professional development conferences/ workshops and affiliated travel expenses; professional association memberships (up to 3)
<u>AI Innovation Grant</u> <i>Administered by CETAL</i>	For developing and testing applications of generative AI technology for teaching and learning	Tenure-Track/Tenured (TT), Teaching-Track (TCHT), Visiting Faculty (V), & Adjunct Faculty	up to \$1,000 for individuals and up to \$500 per additional person in a group of up to three people (total of up to \$2,000)	Reimbursable expenses and/or a stipend of up to \$1,000
<u>ASD Grant</u> <i>Administered by FDC</i>	Support and enrich professional scholarly or artistic activity	"Assistant Professor" rank or higher; Teaching-Track, Tenure-Track, & Tenured Faculty	1-year grant: \$4,500 individual or \$7,500 joint / 2-year grant: \$7,000 individual or \$11,000 joint	Time and effort – research, writing, creating; materials; etc
<u>CD Grant</u> <i>Administered by FDC</i>	Develop new courses or substantially revise existing courses	Tenure-Track, Teaching-Track, & Tenured Faculty, (& Visiting Faculty who are not in the last semester of their contract)	\$3,000 individual; \$6,000 joint	Time and effort – course design, content, pedagogy; materials; etc.
<u>GIP Grant</u> <i>Administered by FDC</i>	Support grant writing	Tenure-Track/Tenured Faculty & Teaching-Track Faculty	\$500-\$2,000 (depending on grant size)	stipend & travel-related expenses
<u>GLO Grant</u> (formerly the CPD Grant) <i>Administered by FDC</i>	Develop, update, expand knowledge & skills	"Assistant Professor" rank or higher; Teaching-Track, Tenure-Track, & Tenured Faculty	\$1,000.00	course fees, housing, registration, etc.
<u>ID Grant</u> <i>Administered by FDC</i>	Innovate &/or improve pedagogy	Tenure-Track, Tenured, Teaching-Track, Visiting, & Adjunct Faculty	\$500.00	Instructional materials; teaching conference; speakers, etc.

<u>Pre-Tenure Leaves</u>	to provide a concentrated opportunity for professional development for faculty in the period prior to tenure consideration	Tenure-Track Faculty with rank of Assistant Professor or higher in their 2 nd , full year; the last year to apply for this leave is 2 years before tenure consideration	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	items & opportunities related to professional development
<u>Sabbatical Leaves</u>	to provide tenured and teaching-track faculty members the opportunity to grow as inspiring and effective teachers, scholars, and/or artists	After 6 complete academic years of full-time service, Tenure-Track & Teaching-Track Faculty are eligible for a sabbatical leave for as much as 1 academic year and similarly each seventh year thereafter	Faculty members taking sabbatical leave can either take one semester at full benefits/salary or a complete academic year with half pay.	items & opportunities related to professional development

Change Log for the 2026-2027 Edition

- Digital Faculty Travel Requests
 - Faculty Travel Requests have shifted exclusively to a digital format.
- Faculty Professional Development & Travel Funds
 - Annual base allotments for all full-time faculty (including Visiting Faculty) have been raised to \$1,000.
 - There is now a specified window to submit related reimbursement requests (Sept. 1 through May 31). Reimbursement requests submitted outside of this timeframe will be processed using the next academic year's funds.
 - Supplemental funding for formal participation/presentation in professional development opportunities will now be available *only* if funds remain in the professional development budget at the end of the academic year. If there are funds remaining, supplemental funds will be distributed in June if they have been formally requested.
- Internal Grants
 - The internal grants' budget was increased from \$75,000 to \$80,000.
 - ASD, CD, GIP, GLO (formerly CPD), & ID grants are now overseen by the FDC (as of Summer 2026).
 - The "Continuous Professional Development (CPD) Grant" has been renamed to the "Professional Growth and Learning Opportunities (GLO) Grant" starting in Fall 2026.
 - ASD and CD stipends are now available for up to \$3,000.
 - The "Curriculum Development (CD) Grant" now has a required follow-up report, similar to the ASD Grant. Reports for both should be brief (1-2 paragraphs).
 - Proposal submission deadlines have been updated. There are now four, total review periods during the academic year for all FDC grants due on the 20th (or first business day thereafter) in August, September, February, and March.
 - A new two-year AI Innovation Grant has been established by the Provost. It will be reviewed by the CETAL and processed by Thorpe.
- Faculty Leaves (Sabbatical and Pre-Tenure Leaves)
 - In order to help plan for staffing needs, faculty who do not submit their leave intentions by the April deadline may be required to defer to the following year.

Introduction

Our Mission Statement

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

Our Goals & Purpose

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. Thorpe 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.

Thorpe also provides the following for faculty:

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 discussions of classroom practices and experiences
 - b. Formal and informal orientation programs for early career faculty and new Chairs, Deans, and Directors.
 - 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

The Faculty Development Handbook

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 development opportunities and [Instructional Design and Technologies](#) support, Thorpe also houses the various committees that are dedicated to both faculty and curricular development, including the [Assessment Committee](#), the [Council for Excellence in Teaching and Learning \(CETAL\)](#), the [Curriculum Council \(CC\)](#), the [Faculty Development Committee \(FDC\)](#), and the [Writing Program](#).

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.

All forms and applications referenced throughout this Handbook can be found on the Thorpe Center's [website](#).

Allocated Professional Development Funds in 2025-2026

A total of **\$76,457.07** was awarded by the university during the 2025-2026 academic year for **37** faculty/curricular development grants, with the following, specific grant funds awarded:

- **\$36,133.00** to support **9** Artistic/Scholarly Development (**ASD**) one- and two-year grants;
- **\$2,000.00** to support **2** Continuous Professional Development (**CPD**) grants;
- **\$32,000.00** to support **16** Curriculum Development (**CD**) grants;
- **\$3,324.07** to support **7** Instructional Development (**ID**) grants; and
- **\$3,000.00** to support **3** Grant-Incentive Program (**GIP**) grants

A total of **\$103,879.50** was also distributed during the 2025-2026 academic year to 87 faculty members for professional development and travel opportunities.

Faculty-Focused Professional Development Initiatives

Digital Formal Faculty Travel Requests

Any faculty member that wishes to participate in professional travel while affiliated with IWU *must* submit a formal notification with details of their travels to the Thorpe Center *before* departing. Faculty are to do so by submitting a response to the [Formal Faculty Travel Request survey](#) for *each* individual instance of travel. Note that this digital form has replaced the “Faculty Travel Request” PDF document from previous years. IWU *must* have this information on file before faculty embark on their travels for insurance, funding, and risk management purposes. Please also note that this form is *not* required of faculty who are requesting reimbursements unrelated to professional travel (including virtual conferences).

Faculty Professional Development/Travel Funds

The Thorpe Center offers financial support during the academic year to full-time faculty for the reimbursement of expenses related to professional development. The FDC recommends to the Provost the amounts that full-time faculty members may be reimbursed for each academic year. These funds can be drawn upon from September 1 through May 31 each academic year. Funding requests received outside of these dates will be processed against the following fiscal/academic year. Note that these funds do not roll over to the next fiscal year if left partially or fully unused. Guidelines and exceptions are noted below.

Guidelines

- Prior to any traveling, Faculty *must* submit a Digital Formal Faculty Travel Request to the Thorpe Center in order to access these funds for said travels. Once the Dean has reviewed and approved of the travel, you will receive an email from the Thorpe team that indicates the amount of funding available for the current Academic Year. After faculty receive approval, they are permitted to request reimbursements relating to said travels (within the outlined guidelines/parameters below).
- (*For Endowed Professors) We ask that Endowed Professors exhaust their annual endowed funds before requesting professional travel funds through the Thorpe Center. If the Endowed Professor intends to save endowed funds across more than one fiscal year, then they should provide a rationale and plan for

rolling balances. If they do not provide a rationale, then the Provost/Dean of the Faculty will reach out to discuss the plan for those funds.

- Funds outside of the standard allotment and applicable supplements *may* be available upon request at the end of the academic year. 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, along with any appropriate documentation (including receipts). Only after the final submission day for these funds has passed (May 31) will the Dean allocate any remaining funds, if available, from the faculty travel budget based upon written requests received throughout the year. Priority for additional funding, if available, will be given in the following order (not including supplements for presenting):
 1. Probationary faculty
 2. Faculty without additional funding support from the university (e.g., those without Endowed funds)
 3. Visiting faculty
 4. All other full-time faculty

Base Funding Allocations

All full-time faculty members (including Tenured, Tenure-Track, Teaching-Track, Coaches, and Visitors) receive a base allotment each academic year of up to \$1,000 via Thorpe's Professional Development/Travel Funds. These funds can be used to help cover professional development expenses, including (but not limited to):

- Field research
- Travel to a conference and/or professional meeting (including transportation, meals, lodging, & event fees)
- *Up to three* membership(s) in a professional society

Supplemental Funding

Supplemental funds may be available via Thorpe for Tenured, Tenure-Track, Teaching-Track, and Coaching faculty who are either presenting or have a formal leadership role at a conference, performance, exhibition, or other professional venue. Supplements will be available *only* if funds remain in the professional development budget at the end of the academic year. If there are funds remaining, supplemental funds will be distributed by the Dean in June to those who have formally requested to be considered.

The Thorpe Center requires a formal request be submitted for this supplement (via the Digital Faculty Travel Request) that includes some form of documentation confirming the faculty member's formal participation (e.g., an invitation/acceptance letter or email; a copy of the program, etc.); this documentation *must* be on file before the

Dean can allocate any supplemental funds to faculty. Please note that faculty can only qualify for either one domestic or international supplement per academic year; multiple supplements cannot be applied to a single academic year's funds. Supplement amounts that may be available include:

- Up to \$1,000 for domestic presenters

~OR~

- Up to \$1,450 for international presenters

Reimbursements

- Please refer to [Appendix A](#) for detailed instructions, guidelines, and restrictions when preparing reimbursement paperwork.
 - The deadline to submit all receipts for reimbursements from faculty's Professional Development and Travel funds is May 31 of each academic year.
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IWU's Internal Grant Opportunities

In cooperation with the Faculty Development Committee (FDC) and the Council for Excellence in Teaching and Learning (CETAL), the Thorpe Center offers six grant programs in support of curricular and faculty development opportunities: the [AI Innovation \(AI\) grant](#), [Artistic and Scholarly Development \(ASD\) grant](#), the [Curriculum Development \(CD\) grant](#), the [Professional Growth and Learning Opportunities \(GLO\) grant](#), the [Grant-Writing Incentive Program \(GIP\) grant](#), and the [Instructional Development \(ID\) grant](#).

All grant and leave programs are formally administered through the Thorpe Center. Members of the FDC are involved in evaluating the ASD, CD, GLO, GIP, and ID internal grants, as well as faculty leave proposals. Members of the CETAL are involved in evaluating the AI Innovation grant. To avoid a conflict of interest, any committee 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.

The total funds for all faculty grant programs and development programming for faculty are overseen by the Dean of Curricular and Faculty Development. Each academic year, the Dean will routinely communicate available grant funds to the Chair of the FDC. Before the final grant review period, the Dean will review the expenditures and work with the committee Chairs to determine how to best serve faculty development needs in the future given the recent applications for each grant program. The decision to reallocate funds ultimately rests with the Dean. A total of \$80,000 has been reserved in the 2026-2027 academic year for internal grant programs.

Internal Grants' Eligibility Overview

Faculty are eligible for multiple grants via FDC, and one via CETAL. The criteria apply equally to all different lines that are eligible for each grant. Below is a table that highlights which internal grants IWU Faculty may qualify to apply for. See individual grant descriptions (detailed after this chart) for complete eligibility guidelines.

	<i>AI</i>	<i>ASD</i>	<i>CD</i>	<i>GIP</i>	<i>GLO</i>	<i>ID</i>
<i>Tenure-Track:</i>	yes	yes	yes	yes	yes	yes
<i>Teaching-Track:</i>	yes	yes	yes	yes	yes	yes
<i>Visiting:</i>	yes	no	yes	no	no	yes
<i>Adjuncts:</i>	yes	no	no	no	no	yes

AI Innovation Grant

This is a program of innovation grants for IWU instructors developing and testing applications of generative AI technology for teaching and learning. Generative AI has a great deal of potential as a tool for teaching and learning. These grants will incentivize and support work that explores and develops pedagogical applications of generative AI. This will improve our teaching and learning practices, promote our leadership and excellence in this new area, and provide clear examples of the same to prospective students and others outside IWU.

Details

This is a multi-year grant with \$5,000 in the first year to support grants of up to \$1,000 apiece for individuals and up to \$500 per additional person in a group of up to three people (for a total of \$2,000). Funds can be used for reimbursable expenses and/or a stipend with a limit of \$1,000 in stipend for any individual¹.

Applications for grants will be accepted during the September, February, and March grant review periods and reviewed by CETAL (Council for Excellence in Teaching and Learning). Application rounds will repeat until the funds are depleted. Applications should be at most 2 pages and should describe (see [rubric](#)):

1. How the project will use generative AI to improve teaching and learning at IWU.
2. How the funds will be spent (including expected expenses and desired stipend; similar to other internal grants like ASD, CD, ...).
3. An explicit plan to address common AI concerns, such as academic integrity and data privacy.
4. A timeline (limited to one year, maximum) of expected progress and milestones, including planned assessment of the project's outcomes.
5. What concrete deliverables will be produced (software, a course module, an open educational resource, etc.) and how that will be disseminated to the IWU community at large (and potentially beyond).

Grant recipients will meet regularly as a group, organized by CETAL, to share ideas, discuss their progress, provide feedback to each other, and generally form a community of practice. After the grant ends, continued operational funding of successful projects may be requested with a review/approval process administered by CETAL and ITS. After the conclusion of their grant period, each grant recipient will share the results of their work with the IWU community at a showcase/symposium event organized by CETAL.

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

AI Innovation Grant Application Assessment Rubric

Areas for Growth	Grant Criteria	Exemplary Areas
	Project goals ☐ Clear and specific explanation of how GenAI will be used and to what end ☐ Names specific GenAI platforms or tools to be used ☐ Explicit connection to specific learning objectives, benefits for students ☐ Description of how GenAI is specifically necessary or valuable in the project compared to alternatives ☐ Demonstrated understanding of GenAI limitations and feasibility of project within those limits ☐ Addresses common GenAI concerns: academic integrity, data privacy and ownership, and potential ethical concerns of stakeholders	
	Estimated budget ☐ Itemized with estimated cost and source/supplier for each item ☐ Explicit justification for each item in the budget ☐ [If relevant:] Description of any existing resources that will be used in the project ☐ [For deliverables with per-use or ongoing costs:] Feasible plan for funding beyond end of grant period	
	Timeline ☐ Fits reasonably within one calendar year ☐ Multiple clear, specific milestones or progress markers ☐ Realistic goals for the given periods of time ☐ Evaluation of the work included within the grant period	
	Deliverables ☐ Described in concrete, specific detail ☐ Relevance to / applications in multiple classes and/or academic areas ☐ Clear, effective plan to disseminate, share, and promote the deliverables across campus (e.g. communication channels, venues, events) ☐ Plan for archiving / sustained access to and use of project results	

Artistic and Scholarly Development (ASD) Grant

General Program Description

The [Artistic and Scholarly Development \(ASD\) grant](#) 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.

Program Parameters, Eligibility, & Priority

- The maximum single-year grant award is \$4,500 for an individual or \$7,500 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 (*i.e., 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.
- Per IRB and IRS laws, specialized conditions must be met if the applicant wishes to use their awarded funds to purchase gift cards for research participants. The applicant must reach out to both the Thorpe Center and Business Office for detailed procedures and approval.

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.

- The FDC recognizes that oftentimes 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 & 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).

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) 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 an 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. The daily maximum allowance is \$75 for food and \$300 for housing.
- f. *Student Wages*. Please contact the current Student Employment Program Coordinator, Stephanie Iskra (siskra@iwu.edu), for the current pay rates, restrictions, and other guidelines relating to student workers. Additional information can be found on the [IWU Student Employment website](#).
- g. *Faculty Stipends*. Stipends and/or support to cover publication expenses may be requested.
 - i. The amount requested for stipends(s) may not exceed \$3,000 per year per faculty member participating in the project (i.e., \$3,000 maximum for a 1-year grant). Note that the 2-year grant has a stipend maximum of \$4000.
 - ii. 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 & Timetable

Applications can be found on the [Thorpe Center's website](#). Applicants should submit their completed application and all supporting materials to fdc@iwu.edu by each of the submission deadlines ([see calendars](#) for specific dates). In addition to your application, please also email a *separate MS-Word copy of your 150-word "Summary of Project"* to the FDC. Exemplary proposals can also be found on the [Thorpe Center's website](#). Incomplete, incorrect, or late proposals will *not* be reviewed.

Project Report

A faculty member who is awarded an ASD grant *must* file a written report with the Thorpe Center (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 be brief (1-2 paragraphs) and 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; Ames 300).

The FDC encourages faculty members who receive ASD support to also 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.

FDC encourages awardees to share the results of their grant-supported projects with the larger IWU community through workshops, peer conversation, and other events, such as those administered by Thorpe and the Council for Excellence in Teaching and Learning (CETAL).

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) or campus mail (Ames 300).
 - To ensure the quickest turn-around time for reimbursements, please refer to the [Appendix A](#) at the end of this Handbook for detailed instructions on the reimbursement process.
 - To avoid non-reimbursement of sales tax in 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 information on sales tax and what does and does not qualify for reimbursement, please contact the [University Business Office](#) (3022).
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Professional Growth & Learning Opportunities (GLO) Grant

General Program Description

The FDC recognizes the importance for faculty to continuously develop, update, and expand their knowledge and skills. The [Professional Growth and Learning Opportunities \(GLO\) grant](#) is meant to complement the existing grant opportunities by supporting *learning* opportunities. For the purposes of this grant, learning and growth opportunities are experiences designed to develop knowledge or skills in a specific area. The proposal must specify targeted learning or growth outcomes. The learning goals/skills/mechanical arts to be achieved should be tied to teaching and/or scholarly/creative activities. The GLO grant is meant to cover reimbursable expenses only (no stipends). Covered expenses include attendance/registration fees for a workshop/course, course fees (including webinars or other online courses), materials (e.g., books, DVDs, software), and housing for the duration of the course (if the course is not offered online).

Program Parameters, Eligibility & Priorities

- The maximum grant award is \$1,000. Applicants can receive one GLO award per academic year, as long as the previous GLO 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 that are incurred during the current fiscal year (August through July of the following year); reimbursement paperwork must be submitted to the Thorpe Center by the July deadline noted in the [calendar above](#). Any anticipated difficulties in meeting this deadline 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 GLO 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 GLO 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 GLO Program unless the course or workshop occurs during the conference. Eligible opportunities are distinct from routine conference participation in that they have specific learning or growth outcomes as opposed to a broader gathering of information, ideas, and/or inspiration. In situations where an eligible learning opportunity occurs during a

conference, GLO 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 [Faculty Professional Development & Travel Funds](#) administered by the Dean of Curricular and Faculty Development.

- Although the FDC recognizes that GLO has a relationship with scholarship/artistic development, teaching, and instructional development, GLO grants are *not* intended to support research projects, development of new courses, or purchase of instructional materials. For such grants, refer to the specific guidelines for [Artistic and Scholarly Development \(ASD\)](#), [Curriculum Development \(CD\)](#), and [Instructional Development \(ID\)](#) grants.
- The GLO grant cannot be used to cover expenses in fulfillment of degree requirements.

Criteria for Evaluation of GLO Grants

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

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

FDC encourages awardees to share the results of their grant-supported projects with the larger IWU community through workshops, peer conversation, and other events, such as those administered by Thorpe and the Council for Excellence in Teaching and Learning (CETAL).

Proposal Format & 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 the 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 [GLO Grant Application form on the Thorpe Center's website](#)).
2. **Summary of Previous GLO Grants:** If applicable, list up to the last two GLO grants (or 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. *Learning or Growth Opportunity.* Describe the opportunity and the relevant learning outcomes.
 - 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. **GLO 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.

Submission Procedures & Timetable

Required forms can be found on the Thorpe Center website under "Applications & Forms" > "[FDC Grants](#)." Applications are due to the FDC (fdc@iwu.edu) by 4:00 PM on the 20th (or first weekday thereafter) of August, September, February, and March. Exemplary proposals can be found on the [Thorpe Center's website](#). 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) 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 qualifies 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's website](#). Submit CD applications to FDC at fdc@iwu.edu. Exemplary proposals can also be found on the [Thorpe Center Website](#).

Examples of CD Grants

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

- Creation of a new course in the IWU curriculum
- Developing a faculty-led, short-term study abroad course
- 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.

Note that CD grants are designed to support *future* course development. No CD proposal will be accepted for a course that is already occurring in the same semester.

Criteria for Evaluation of CD Grants

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

- Proposals should be comprehensible to the non-specialist in order to allow FDC 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.
- Competitive grants demonstrate consultation with the IWU offices that relate to their course development. These may include their library representative, Instructional Technologist, Instructional Designer, the Center for Engaged Learning, and/or Information Technology Services.
- 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, FDC recognizes that the early years of a faculty member's career are usually the busiest ones for initiating new courses and overhauling existing ones. To assist them in this period when they are in particular need of support, FDC will give priority to individual grants submitted by early career 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 \$3,000 award will be made for each course in the proposal, up to the limits described in the table below. Groups of faculty may consist of any combination of faculty members; there is no special provision favoring early career faculty who are part of group grant proposals.

Grant Amounts, Eligible Expenses & Restrictions

- *Individual Grants.* Stipend awards to individuals may not exceed \$3,000. 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 \$3,000 per course, with a maximum of \$3,000 in available stipend funds per faculty member up to the limits noted in the table below. As with other FDC-administered grants, 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.
- Per University policy, grant funds *cannot* be used to pay stipends to non-exempt staff working at IWU.
- Faculty who receive a *stipend* as part of a grant award can expect to receive their stipend in their paycheck *one month following receipt of their award letter*; (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 released.

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

Number of Faculty	Number of Courses	Total Maximum Award	Total Maximum Stipend	Additional Reimbursable Expense Funds
2	1	\$4,000	\$3,000	\$1,000
2	2+	\$7,000	\$6,000	\$1,000
3	1	\$4,500	\$3,000	\$1,500
3	2	\$7,500	\$6,000	\$1,500
3	3+	\$10,500	\$9,000	\$1,500

Proposal Format & 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 the format below closely. Proposals that do not adhere to this format, are incomplete, or submitted late may be returned without review.

- Cover Page:** Please use the one-page cover provided on the Thorpe Center's website.
- Summary of Project:** The summary of your project (150 words or less) should be suitable for dissemination to the academic community and the Board of Trustees. Please include in this summary the proposed course development, its relevance to your teaching or scholarly work, and the anticipated pedagogical benefit to students. (As explained in the Submission Procedures and Timetable section, applicants should email a MS-Word copy of this summary to fdc@iwu.edu).
- 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.
- Narrative:** The narrative should include the following sections:
 - Course Description.*
 - For each new course, a 1000–1500-word detailed description of the projected course content, assignments,

teaching approaches, and 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).

- 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 (current or new) 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.
5. **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.

6. **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 should address the following:
 - i. Explicit 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.

Submission Procedures & Timetable

Applications can be found on the [Thorpe Center's website](#). Applicants should submit their completed application and all supporting materials to fdc@iwu.edu by each of the submission deadlines ([see calendars](#) for specific dates). In addition, please also email a MS-Word copy of your 150-word "Summary of Project" to fdc@iwu.edu. Incomplete, incorrect, or late proposals will not be reviewed. Proposals for *upcoming Spring or May Term* courses *must* be submitted by the August or September deadline.

Project Report

A faculty member who is awarded a grant *must* file a written report electronically with the Thorpe Center (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 be brief (1-2 paragraphs) and 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.

FDC encourages awardees to share the results of their grant-supported projects with the larger IWU community through workshops, peer conversation, and other events, such as those administered by Thorpe and the Council for Excellence in Teaching and Learning (CETAL).

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) 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 qualifies for reimbursement, please contact the [University Business Office](#) (ext. 3022).
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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.

FDC encourages awardees to share the results of their grant-supported projects with the larger IWU community through workshops, peer conversation, and other events, such as those administered by Thorpe and the Council for Excellence in Teaching and Learning (CETAL).

Grant Amounts & 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 that GIP funds can be used as a stipend or for travel-related reimbursements (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 a single GIP per academic year. Previously submitted external grants that used GIP funds are not eligible for a new GIP grant. New GIP proposals can be submitted once the previous GIP grant has been completed (send proof of grant submission confirmation or received decision of the submitted external grant to fdc@iwu.edu).

Proposal Contents

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

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.

Submission Procedures & Timetable

Applications can be found on the [Thorpe Center's website](#). Applicants should submit their completed application and all supporting materials to the FDC (fdc@iwu.edu) by each of the submission deadlines ([see calendars](#) for specific dates). In addition to your application, please also email a separate MS-Word copy of your 150-word "Summary of Project" to the FDC. Exemplary proposals can also be found on the [Thorpe Center's website](#). 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) 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).
-

Instructional Development (ID) Grant

General Program Description

[Instructional Development \(ID\) 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).

FDC encourages awardees to share the results of their grant-supported projects with the larger IWU community through workshops, peer conversation, and other events, such as those administered by Thorpe and the Council for Excellence in Teaching and Learning (CETAL).

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 each faculty member is entitled to only one successful ID grant per year.

Grant Amounts

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

Submission Procedures & 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 provided 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.
- Applications can be found on the [Thorpe Center's website](#). Applicants should submit their completed application and all supporting materials to fdc@iwu.edu by each of the submission deadlines ([see calendars](#) for specific dates). Exemplary proposals can also be found on the [Thorpe Center Website](#).
- 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) or campus mail (Ames 300).
- To ensure a seamless reimbursement process, please refer to [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).
-

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) 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 1st weekday thereafter). Proposals for the Spring semester must be received by February 1 (or the 1st weekday thereafter).

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) 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).

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. Related reading: "[Teaching Circles: Making Inquiry Safe for Faculty](#)" by Laurel Black and Mary Ann Cessna.

Pre-Tenure Leave Program

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

Eligibility Requirements

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

In early March, the Dean will send out an online form regarding your intention to apply for pre-tenure leave. After discussing intentions with your immediate supervisor, you *must* respond to the form by April 1 or the first weekday thereafter. Eligible faculty who do not meet this deadline may be required to apply the following year (if still eligible).

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

- A copy of the [pre-tenure leave application](#) 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 *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 program description must be addressed in the 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 font, single-spaced, and a 1" margin on all sides. All pages, excluding the cover 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 that can stand alone suitable for dissemination to the IWU 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(s) of your project in this summary.* (As explained in the "Submission Procedures and Timetable" section below, applicants should email a separate Word copy of this Project Summary to fdc@iwu.edu along with their completed proposal.)
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 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 their 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.)
 - f. Accommodations for missed classes usually taught by the faculty member (from the applicant’s immediate supervisor). This information is for record keeping. The plan for accommodations will not contribute to or detract from the merits of the proposal.

Submission Procedures and Timetable

Complete [applications](#) (including the full proposal and a separate Word copy of the Project Summary) must be received by the appropriate deadline(s) to be considered. *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 *one PDF file* along with all supporting materials to fdc@iwu.edu. In addition, please email a *separate* MS-Word copy of your 150-word “Summary of Project” to fdc@iwu.edu. *Note that 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, the Dean of Curricular and Faculty Development, and 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 by November 1 (or the first weekday thereafter) of the academic year following the leave.* Financial arrangements and other details are specified in the most up-to-date version of the Faculty Handbook, as well as in the “[Sabbatical Leave Program](#)” section below, under “Academic Leave Compensation and Repayment Expectations.”

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. Faculty have the flexibility to use sabbaticals to advance scholarship, artistry and/or pedagogy in ways that contribute to their professional development and to their discipline or profession. 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. Teaching-track faculty are eligible to apply for a sabbatical after their first contract renewal. Faculty may postpone a sabbatical for up to two years without altering the timeline for subsequent sabbaticals. Faculty on unpaid leave for all or part of an academic year may not count that year toward the six needed for sabbatical eligibility.

Faculty members taking a sabbatical leave have the option of one semester at full benefits and salary, or a complete academic year with half pay. The Provost can 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.

In early March, the Dean will send out an online form regarding your intention to apply or defer your sabbatical. After discussing intentions with your immediate supervisor, you must respond to the form by April 1 or the first weekday thereafter. The April 1 deadline allows the university to begin advanced strategic planning so as to address the staffing implications. Eligible faculty who do not meet this deadline may be required to defer to the following year.

Application Guidelines and Requirements

A copy of the [sabbatical leave application](#) (found on the Thorpe Center's 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 one PDF file to fdc@iwu.edu *no later than 4 PM on November 1* (or the first weekday thereafter). Exemplary proposals can be found on the [Thorpe Center's website](#).

The formal proposal 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.
- Specify at least one end product 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.
- All sections of the program description must be addressed in the 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 the cover page must be numbered consecutively. Please follow the format below closely. 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 that can stand alone, 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(s) of your project in this summary.* (As explained in the *Submission Procedures and Timetable* section below, applicants should email an additional, separate Word copy of this Project Summary to fdc@iwu.edu along with their completed proposal.)
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 to the scholarly/artistic community or pedagogy 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 teacher, 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 Sabbatical 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 Curriculum Vita:** All applicants should submit a current curriculum vitae.
- Applicants who have received Artistic and Scholarly Development (ASD) funding since their last leave should provide information on the outcomes (publications, presentations, performances, etc.) of that funding.
5. **Letter of Recommendation:** The *applicant* should solicit a letter of evaluation and recommendation from their immediate supervisor. Candidates must attach their supervisor's letter to their proposal (please note that FDC does *not* directly request the supervisor provide a 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.

- Accommodations in place for missed classes usually taught by the faculty member (from the applicant's immediate supervisor). This information is for record keeping. The plan for accommodations will not contribute to or detract from the merits of the proposal.

For proposals requiring a supervisor's letter when the applicant is a department chair, program director, or dean of a school, the Provost is the direct supervisor and would write the letter. It is standard practice, though, for the Provost to defer to a senior member of the department, program or school to write the letter of support in their stead. As a professional courtesy, candidates should email the Provost to inform them of their intention to apply for a leave because the Provost may wish to suggest an alternate 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.

6. 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.

Additionally:

- 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.
- 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.
- All research involving the use of animal or human subjects must be reviewed and receive approval from the proper institutional review committee. The [Institutional Review Board \(IRB\)](#) reviews research involving human subjects, and the [Institutional Animal Care and Use Committee \(IACUC\)](#) reviews research involving animal subjects. The FDC must receive notification of this approval *before* a sabbatical can be granted, although leaves may be recommended to the Provost provisionally, pending the completion of the approval process. See the most up-to-date version of IWU's Faculty Handbook (available at www.iwu.edu/provost/index.html) for more details on policies governing the use of animal or human subjects.

Submission Procedures and Timetable

Complete [applications](#) (including the full proposal and a separate Word copy of the Project Summary) must be received by the appropriate deadline(s) to be

considered. *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 one PDF file along with all supporting materials to fdc@iwu.edu. In addition, please email a *separate* MS-Word copy of your 150-word “Summary of Project” to fdc@iwu.edu. *Note that incomplete, incorrect or late proposals will not be reviewed.*

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 *by 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 is *required* and *must be filed* electronically with the Thorpe Center (thorpe@iwu.edu). *This report becomes an important part of the FDC’s evaluation of an applicant’s future grant and leave proposals.*
- Financial arrangements and other details are specified in the most up-to-date version of the Faculty Handbook found on the [Provost’s webpage](#) under “Faculty Resources,” as well as below.

Academic Leave Compensation and Repayment Expectations

During a semester-long 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. The Provost 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.”

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 ¹ 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.² Others may choose to have the award support reimbursable expenses such as expendable supplies, research travel, data access, etc.³ 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.

- ^{1.} *In the event that the FDC determines that the pre-tenure applicant pool is insufficient to identify a compelling recipient of the pre-tenure award, a second tenured Gardner-McNew Scholar may be identified.*
 - ^{2.} *Salary will be paid through normal payroll procedures and includes appropriate withholding measures.*
 - ^{3.} *Reimbursements will be processed through the 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 (see the Spring [Calendar of Deadlines](#) for the current academic year's deadline).

Thorpe Awards

The Thorpe Awards are annual awards that recognize the efforts of all faculty (tenure-track and teaching-track) in one of the two domains of their professional lives: (1) Teaching, and (2) Scholarship/Creative Work. Two awards, one in each domain, will be announced at The Ames Library's annual Faculty Scholarship and Creative Work Reception.

Each awardee will be given a \$1,000 stipend and a certificate. Award recipients will be invited to engage with Thorpe's professional development activities throughout the year, including August/May workshops, EdVentures programming, and/or the Faculty Colloquium Series. The Dean of Curricular and Faculty Development will work with each award recipient to determine the best venue for participation.

Eligibility

All faculty (tenure-track and teaching-track) 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 Thorpe Award does not preclude one from being considered for the same award in a different award cycle. Each Thorpe 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 five years after receiving their award and, therefore, are eligible for a Thorpe 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 Thorpe Awards.

Selection Criteria

Thorpe Award in Teaching

The Thorpe Award in Teaching 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 given to innovative and/or high-impact teaching practices with measurable success. While some teaching awards emphasize a career of teaching excellence, the Thorpe Award in Teaching is meant to acknowledge the work that may be foundational to building a career of teaching excellence or indicates a shift in pedagogy that serves as an exemplar of unique ongoing development.

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. Efforts at curriculum development in one's own department/program (e.g. Curriculum Development grants submitted to the CETAL/FDC; Curriculum Council proposals for new courses or revising existing courses, including the creation of short-term study abroad courses).
5. 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 in teaching and learning. Special consideration will be given to more recent achievements (e.g., during the past three years).

Thorpe Award in Scholarly & Creative Work

The Thorpe Award in Scholarly and Creative Work is designed to recognize recent outstanding contributions to one's professional discipline. Particular emphasis is on the 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's 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 three 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 include:

1. The recent publication of a book, a monograph, or other significant and refereed publications in a learned or professional journal.
2. The recent delivery of a scholarly lecture or series of lectures.
3. The completion of a significant research project that has regional, national, or international impact.
4. Participation in a conversation, conference, or workshop program in a significant role, such as speaker, consultant, or discussion leader.
5. Election to office in a learned or professional society, or other special recognition by such an organization.
6. 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.

Nomination Procedure & Review Process

An annual call for Thorpe Awards nominations will be sent out by the Dean of Curricular and Faculty Development each Spring semester. 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 and do not require a formal nomination rationale. Instead, please notify the Dean via email (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 should include a current C.V. and a narrative (no more than 1000 words) detailing the nominee's accomplishments as they pertain to the Thorpe Award for which they have been nominated.

Applications will be reviewed by a committee of faculty members convened by the Dean, including representatives from FDC and CETAL. Nomination information will not be included in the review process so as not to disadvantage self-nominees.

Deadlines

All nominations are due to thorpe@iwu.edu by 4PM on the second Friday of April each year. Individuals will be notified by the Dean the following Monday if they have been nominated, and application materials will be solicited as appropriate. Nominees' completed applications will be due to thorpe@iwu.edu by 4PM on the first Friday of May. Decisions will be sent directly to applicants by the end of May.

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.

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, & 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. Students requesting reimbursements should include both 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.
-

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).

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 & Forms

- [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 traveling 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 member wants to take their students on a class-related, domestic trip.
2. Faculty member determines the level of risk associated with their proposed field trip (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 member 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 the 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 [Digital Formal Travel Request](#)) 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 member 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 member secures transportation using the appropriate methods.
 6. Faculty member and students embark on approved travel.
-

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) or the Provost's Office (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.

Technos Faculty Leader Criteria:

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)

Technos Faculty Leader Responsibilities:

The Technos Faculty Leader will be responsible for the following:

1. Participating in the selection of the student representatives in late February;
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 September 1, or first business day thereafter) 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 the following academic year: 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 January. If you are interested in this opportunity, please email Assistant Director of International Office/Study Abroad, Leah Schneblin 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 the end of January.

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

Appendix A: Guide to Requesting Reimbursement from the Thorpe Center

The Thorpe Center primarily operates on reimbursements, meaning faculty must pay for their approved, professional development opportunities and grant fees themselves and can request reimbursements from Thorpe after doing so. Faculty must obtain and submit itemized receipts and all relevant documentation of each expenditure for which they wish to be reimbursed for.

Step-by-Step Reimbursement Process:

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

1. Download the appropriate IWU expense form from the [Business Office](#)'s website. There are two different forms to choose from:
 - a. For any travel-related expenses, use the "Travel Expense Voucher."
 - b. For simple reimbursements for items such as meals, membership dues, etc., use the "Request for Non-Invoice Payment" form.
2. On the corresponding expense form, faculty should fill in their name (payee), ID number, purpose of the reimbursement (e.g., ASD Grant travel, Professional Membership Dues, etc.), itemizations for *each* expense, and total amount of all receipts (travel vouchers automatically calculate these totals).
3. If travel is international, a log of the currency exchange rates for each non-USD purchase *must* be provided along with proper documentation/receipts.
 - a. If expenses were originally charged in a non-U.S. currency, the *faculty member* seeking reimbursement must convert each applicable receipt to USD using a currency exchange converter. The Business Office *requires* that each receipt be converted according to the applicable *daily* rate, figured using a currency exchange converter website, such as [XE Currency Converter](#), [Google Currency Exchange Calculator](#), or [OANDA Currency Exchange Converter](#). They also require *documentation of the website used* to make these conversions. Alternatively, a credit card ledger can be used to demonstrate the actual conversion amount without a need to use a currency converter. The credit card ledger, however, cannot stand in place of the itemized receipt.
4. Attach all receipts and supplemental documents to the completed expense form and submit them to the Thorpe Center in The Ames Library – Suite 300 (thorpe@iwu.edu).
 - a. An itemized receipt (which is needed for all reimbursement requests) is a transaction record that breaks down a purchase into individual line items, showing each product or service with its description, quantity, unit price, and any applicable taxes.
 - b. If receipts are numerous and/or convoluted, please also provide Thorpe with a ledger detailing explanations for each expense.

- c. Any items that you wish to be reimbursed for (excluding personal mileage) that do not have an itemized receipt will need a supplemental Affidavit of Missing Receipt (located on the [Business Office's](#) webpage).

Additional Notes Concerning All Reimbursements

- Faculty should plan for **at least a two-week turnaround** for processing and note that reimbursements ultimately come from the Business Office.
- Incomplete or incorrect paperwork submitted to the Thorpe Center may be returned to the requesting faculty member for revisions, if necessary.
- To avoid the payment of sales tax, faculty may use the University's Tax Exempt Letter (available through the [Business Office](#)). Sales tax exemption applies to tangible products/goods purchased but does not extend to hotel tax, transportation fees, services, etc.; 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](#).
- Read the [Business Office Policies](#)' section on "Travel" for detailed guidelines, stipulations, and restrictions for travel reimbursements.
- Noteworthy (but non-exhaustive) Reimbursement Restrictions include:
 - 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 but can have gas receipts reimbursed. Please save the receipts for the rental and any fuel purchased for reimbursement.
 - Reimbursements cannot be made against *reservations* – expenses must have actually been paid for in order to be reimbursed with these funds (i.e., you have a receipt in hand that shows proof of purchase).
 - Daily Funding Caps:
 - A maximum of \$75 per day is allowed for food expenses.
 - A maximum of \$300 per day is allowed for lodging.
 - Please also note that the Thorpe Center / Business Office will not reimburse the following travel expenses:
 - Alcoholic beverages
 - Personal entertainment
 - Travel unrelated to IWU activities
 - Daily travel to/from one's residence to IWU (remote employees should check with their supervisor for exceptions)
 - Expenses for travel companions
 - Travel insurance (The University does *not* reimburse travel insurance purchased as an add-on service through the airline or flight booking app.)
 - Travel upgrades that are nonessential (e.g., first-class tickets, luxury suites, valet services, personal laundry service, etc.) (exceptions require approval from the Dean in advance)

Appendix B: FDC & CETAL Members for the '26-'27 AY

FDC Members

Adriana Ponce, PhD – Professor of Music (Chair)
Liz Bloodworth – Assistant Professor of The Ames Library (Vice Chair)
Brandi Reissenweber, MFA – Professor of English
Alyssa Culp, PhD – Assistant Professor of History
Gabe Spalding, PhD – Professor of Physics
Carmela Ferradáns, PhD – Dean of Curricular and Faculty Development
(*ex officio*)

CETAL Members

Elected Members:

Libby Haywood, PhD – Associate Professor of Biology (Chair)
Mark Liffiton, PhD – Associate Professor of Computer Science (Vice Chair)
Billie Jarvis-Freeman, PhD – Associate Professor of Humanities, &
Director of the Writing Program
Wendy Kookan, PhD – Associate Professor of Nursing
Cristina Almeida Velez, MA – Instructor of World Language, Literatures, &
Cultures, & Coordinator of the Basic Language Sequence & Learning
Resources Center

Additional Members:

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

Appendix C: '25-'26 Internal Grantees & Other Awards

Artistic and Scholarly Development (ASD) Grant Recipients:

Joanne Diaz, PhD (Professor of English)
Aubrey Elson, MFA (Assistant Professor of Acting, Voice, and Speech)
Ram Mohan, PhD (Professor of Chemistry)
Marie Nebel-Schwalm, PhD (Associate Professor of Psychology)
Kristine Nielsen, PhD (Associate Professor of Art)
Iliia Radoslavov, DMA (Professor of Music)
Brandi Reissenweber, MFA (Professor of English)
Jeremy Roberts, DM (Assistant Professor of Business & Supply Chain Management)
Jim Simeone, PhD (Professor of Political Science)

Curriculum Development (CD) Grant Recipients:

Mariana Ribeiro Porta Araujo, PhD (Assistant Professor of International and Global Studies)
Jessica Brownfield, MSN (Assistant Professor of Nursing)
Alyssa Culp, PhD (Assistant Professor of Modern European History)
Zahia Drici, PhD (Professor of Mathematics)
Lisa Hensey, PhD (Assistant Professor of Educational Studies)
Anastasia Klimchyskaya, PhD (Visiting Assistant Professor of English)
Edgar Lehr, Dr. habil., PhD (Professor of Biology)
Amelia Marino, MS (Assistant Professor of Physical Education; Head Women's Track and Field Coach)
Carolyn Nadeau, PhD (Professor of Hispanic Studies)
Kate Neally, PhD (Assistant Professor of Educational Studies)
Lisa Nelson, MDA (Associate Professor of Music)
Leah Nillas, PhD (Dean for the School of Educational Studies; Associate Professor of Educational Studies)
Daniel Roberts, PhD (Professor of Mathematics)
Jeremy Roberts, DM (Assistant Professor of Business & Supply Chain Management)
Tyler Schwend, PhD (Associate Professor of Biology)
Sabiha Sultana, PhD (Assistant Professor of Educational Studies)

Continuous Professional Development (CPD) Grant Recipients:

Carmen Lozar, MFA (Associate Professor of Art and Design)
Thomas Quinn, MFA (Professor of Theater Arts)

Grant-Incentive Program (GIP) Grant Recipients:

Stephanie Davis-Kahl, MS (Professor; University Librarian; Copyright Officer)
Edgar Lehr, Dr. habil., PhD (Professor of Biology)
Amy Wilson, MFA (Assistant Professor of 2-D Art; Gallery Director)

Instructional Development (ID) Grant Recipients:

Joanne Diaz, PhD (Professor of English)
Aubrey Elson, MFA (Assistant Professor of Acting, Voice, and Speech)
Amanda Hopkins, PhD (Associate Professor of Nursing)
Reginald Lewis, DMA (Visiting Assistant Professor of Music)
Leigh Moon, MS (Assistant Professor of Accounting)
Seulki Seo, MFA (Assistant Professor of Graphic Design)
Marc Tiritilli, BS (Instructor of Physics; Instrument Specialist)

Thorpe Award Recipients (2026):

Teaching Award:

Alyssa Culp, PhD (Assistant Professor of Modern European History)

Scholarship and Creative Work Awards:

Abby Mann, MSLS (Assistant Professor in The Ames Library)
Kristine Nielsen, PhD (Associate Professor of Art)

Faculty Colloquium Series' Presenters:

Daniel Dodd, PhD (Assistant Professor of Kinesiology and Allied Health)
"Lactate and Metabolic Health: The Development of the MetFlex Index TM"

Lisa Nelson, DMA (Associate Professor of Music)
"String Music Performance: A Reflection on Pedagogical Practices and 'New' Repertoire for American Students"

Appendix D: '26-'27 Leave Recipients & Related Awards

Pre-Tenure Leave Recipients:

David Remmert, PhD (Assistant Professor of Public Health)
Angela Peverly, PhD (Assistant Professor of Chemistry and Biochemistry)
Bira Zhahadai, PhD (Assistant Professor of Macroeconomics)
Kriti Budhiraja, PhD (Assistant Professor of Sociology)

Sabbatical Leave Recipients:

Brian Walter, PhD (Associate Professor of Biology)
Leah Nillas, PhD (Dean for the School of Educational Studies; Associate Professor of Educational Studies)
Thomas Quinn, MFA (Professor of Theatre Arts)
Andrew Engen, PhD (Associate Professor of Philosophy)
Greg Shaw, PhD (Professor of Political Science)
Daniel Roberts, PhD (Professor of Mathematics)
Iliia Radoslavov, DMA (Professor of Music)
Amanda Hopkins, PhD (Associate Professor of Nursing)
Chisato Kojima, PhD (Assistant Professor of Japanese)

Gardner-McNew Scholars:

Angela Peverly, PhD (Assistant Professor of Chemistry and Biochemistry)
Iliia Radoslavov, DMA (Professor of Music)
