

MEMORANDUM

To: AHS Faculty

From: Mitch Berbrier *Mitch B*

cc: Ms. Tessa Brown, AHS Resource Manager

Date: October 18, 2016

RE: Faculty Development Funds

The College of Arts, Humanities, & Social Sciences has limited funds available to assist faculty to defray expenses associated with bona fide Faculty Development plans and initiatives. Funding comes from the Office of the Provost.

Faculty development is defined as any activity that encourages faculty to acquire knowledge, skills, techniques, and attitudes to provide quality teaching and develop research/scholarly/creative activity (excluding that which is covered under our regular scholarly travel policy) and effective service at UAH (credit to Fort Hays State University website [https://www.fhsu.edu/academic/provost/faculty\\_dev\\_fund/](https://www.fhsu.edu/academic/provost/faculty_dev_fund/)).

Examples of Faculty Development activities could include, but would not be restricted to:

- Attending a skills workshop – learning a new or improving an old art/design technique; a new statistical analysis
- Attending a training program for a new (or new variant on an old) pedagogical technique
- Attending a workshop entitled “Reviving the major in *My Very Serious and The Most Important Academic Discipline* in These Difficult Times.”
- Visiting a research site to collect data or gather information (such as an archive, museum, community) for a research project
- Bringing in a recognized expert to offer a workshop for multi-disciplinary training in any creative, research, or teaching area

Awards will be capped at \$1,500 for individual Faculty Development, and \$3,000 for inviting and planning a multi-disciplinary faculty development workshop on campus, with a recognized expert in a technique or field. These can be combined in any way with other funding sources.

All full time faculty (tenured, tenure-track, and lecturers) are eligible to apply.

Funds will be awarded based on quality and the importance of the training (to the individual’s development in her/his field, and/or to the needs of the college and university), and the Dean will seek input on that from appropriate individuals (e.g. Department Chairs, other colleagues). We anticipate funding approximately 6 proposals, with no more than 2 proposals awarded to faculty in any one department (and no more than one per person). An announcement will be made when funds are depleted.

Preparation and Submission Guidelines:

- 1) First consult with your Department Chair for their thoughts, if any.
- 2) Prepare the following for submission:
  - a. Requesting Memo: On Departmental letterhead, in memo form, a request for funding for a specific program or project, including a paragraph explaining the importance of such a program/project for faculty development in your field and specifically how you would use it in advancing your research, teaching, or service; or in the case of an on-campus workshop, for faculty development in AH&S generally.
  - b. Budget and other details:
    - i. If the this involves travel to a workshop or similar, fill out the regular **Travel Authorization form** as you would for conference or any other travel. [http://www.uah.edu/images/colleges/arts-humanities-social-sciences/travel\\_auth\\_academic\\_affairs\\_personnel\\_fillable.pdf](http://www.uah.edu/images/colleges/arts-humanities-social-sciences/travel_auth_academic_affairs_personnel_fillable.pdf)
    - ii. If your request is not appropriate for that form, then append a clear budget with clear explanations of line items where necessary. Include dates of travel, and any other pertinent information.
  - c. Supporting materials. These may include a screenshot copy of the web page for a workshop, a biographical sketch of a presenter, etc, or other items that can attest to the details of the project and its worth.
- 3) Combine all of these items into a single .pdf file, and email that to the Dean, [mitch.berbrier@uah.edu](mailto:mitch.berbrier@uah.edu). with cc. to Resource Manager, [tessa.brown@uah.edu](mailto:tessa.brown@uah.edu) . Generally, this should be submitted at least 6 weeks prior to the proposed date for full consideration.