

OVERVIEW OF FACULTY DEVELOPMENT AWARDS 2019 WORKSHOP

1. Award types
2. Eligibility and conditions
3. Application process
4. Review process
5. Formatting Tips

Charlisa
Daniels, Faculty
Benefits
Committee

Contributors:
Emily Shifley
Debbie Patten
Matthew Zacate
Kimberly Code
Scott Nutter
K.C. Russell
(former Chairs)

PROGRAM SUMMARY – AWARD TYPES

- **Sabbatical Leave:**
 - Goal: to promote professional growth and effectiveness of faculty by enabling more time to be spent on scholarly activity (research, advanced study, or artistic performance) with academic objectives
 - Duration: 1 semester (full salary) or 2 semesters (65% salary)
- **Summer Fellowship:**
 - Goal: to support professional development activities by providing (partial) summer salary
 - Duration: 2 months during the summer
- **Project Grants:**
 - Goal: to provide funds to cover non-salary-related financial needs for sabbatical leaves, summer fellowships, and other academic endeavors
 - Duration: Up to one year between May 1 and the following June 30

PROGRAM SUMMARY - AVAILABILITY

■ Sabbaticals:

- 2017: 21 available; 18 applications; 17 awarded
- 2018: 26 available; 19 applications; 19 awarded
- 2019: 23 available

■ Fellowships:

- 2017: 19 applications; 18 available; 18 awarded
- 2018: 25 applications; 15 available; 18 awarded
- 2019: 15 available

■ Project Grants:

- 2017: \$90,000 available; 22 applications; 17 fully funded 1 partial
- 2018: \$78,000 available; \$118,918.12 applications; 18 funded for \$90,573.87
- 2019: \$56,000 available

PROGRAM SUMMARIES (HANDOUT)

	Purpose	Award	Eligibility	Conditions	Reporting
Sabbatical	<p>Scholarly and artistic work</p> <p>Research</p> <p>Advanced Study</p> <p>Limit paid consulting in accordance with the Faculty Handbook (section 16.4) to 1 day/week.</p>	<p>1 sem.@ Full pay OR 1 yr.@65% of salary</p> <p>21 available for 2017 26 available for 2018 23 available for 2019</p> <p>Based on 8%* (tenured + 1/6 tenure track)</p>	<p>Full time tenured faculty and dept. chairs</p> <p>Eligible every 7th year</p> <p>Non-tenured faculty can apply in 6th year but must be granted tenure to receive it in the 7th year</p>	<p>Paid employment generally prohibited</p> <p>May earn up to 35% of salary if taken for full year</p> <p>Faculty on a full year sabbatical leave cannot teach during the winter intersession</p> <p>Sabbaticals may be postponed.</p> <p>Normal benefits apply while on leave; but TIAA reduced to 65% on 1 year leave</p> <p>May accept fellowship and/or project grant</p> <p>Not for Thesis or Dissertation work</p> <p>Must return to NKU for 1 A.Y.</p>	<p>Written summary due within 2 mos. after completion of leave</p> <p>Communicate results to other faculty through presentation, performance, or publication within 1 year</p>
Fellowship	<p>Improve teaching</p> <p>Conduct research</p> <p>Work on creative/artistic projects</p> <p>Attend seminars</p> <p>Manuscript writing</p> <p>Conduct pilot studies</p> <p>Literature review</p>	<p>\$108 K available for 2017 \$90K available for 2018 \$90K available for 2019</p> <p>\$6K per award 90% paid in Late May; 10% in Sept. pay check. Taxed separately at IRS supplemental rate.</p>	<p>Tenured and Tenure-track</p> <p>Eligible every 3rd summer since prior award</p> <p>May begin May 11</p>	<p>Teaching and other paid University service prohibited</p> <p>Not for completing degree</p> <p>Must return to NKU for 1 A.Y.</p>	<p>Before Sept. 1</p>
Project Grant	<p>Research and equipment expenses</p> <p>Expenses related to professional development activities when not covered by dept. budget</p> <p>Sabbatical & fellowship expenses</p>	<p>\$90 K available for 2017 \$78K available for 2018 \$56K available for 2019</p> <p>Up to \$6 K / grant</p> <p>Must spend between May1-June 30</p>	<p>Tenured and Tenure-track</p> <p>Faculty on terminal contract not eligible</p> <p>Teaching permitted</p>	<p>Not for applicant's salary; not for full-time faculty member's salary</p> <p>Not for completing degree</p> <p>Not for student projects but students can be paid for assisting in faculty projects</p> <p>Purchased property belongs to NKU</p>	<p>Written summary due upon completion of grant</p>

FINAL REPORTING

- Final reports are required for all awards.
 - Eligibility lost for future rewards if reporting missing for past awards.
 - Includes summary abstract of about 250 words written for a general audience;
 - a one to two page detailed summary;
 - a photo of the faculty member.

- Final Report Deadlines
 - Sabbatical: Within 2 months after completion
 - Project Grant: Upon completion
 - Fellowship: Sept. 1

- Send as e-mail attachments to the Office of the Provost, Jason Vest (vestj3@nku.edu).

 - Will distribute them to the appropriate Dean, Chair/Supervisor, and the Faculty Senate Office.
 - Abstract and photo will be published in the annual Faculty Development Program Brochure published by the Provost's Office.

EVERYTHING YOU NEED TO KNOW...

...is on the Benefits Committee web site
(See Faculty Senate->Committees->Benefits Committee)

<https://inside.nku.edu/facultysenate/committees/benefits.html>

APPLICATION PROCESS: SABBATICALS

SABBATICAL LEAVES

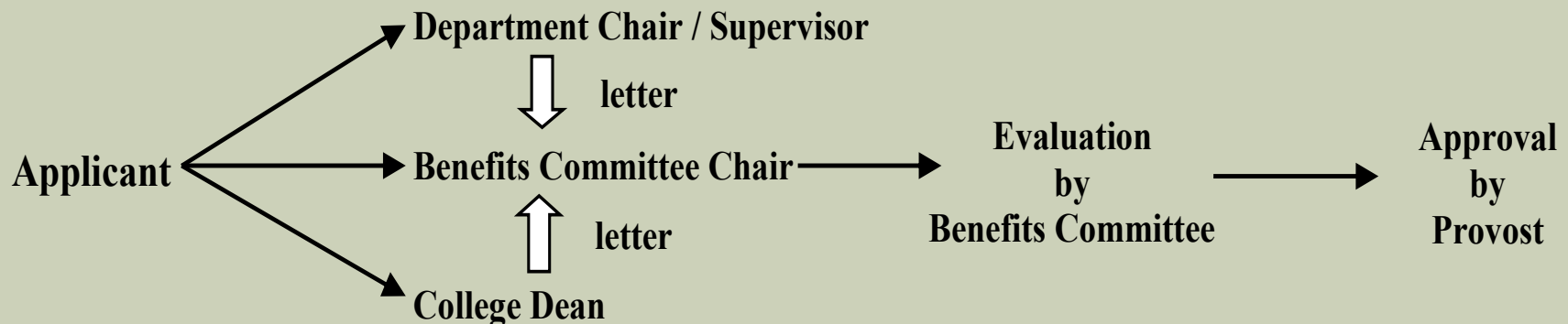
2. Due first Tuesday of October.

Send completed application via e-mail attachment (PDF (preferred), Word document, RTF file)

- a. The Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu)
- b. The Department Chair / supervisor
- c. The College Dean

3. Due second Tuesday of October.

- a. Department Chair / supervisor sends evaluation letter via e-mail to the Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu) (cc: applicant, Dean)
- b. College Dean sends evaluation letter via e-mail to the Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu) (cc: applicant, Department Chair / supervisor)



APPLICATION PROCESS: FELLOWSHIPS AND GRANTS

FELLOWSHIPS AND PROJECT GRANTS

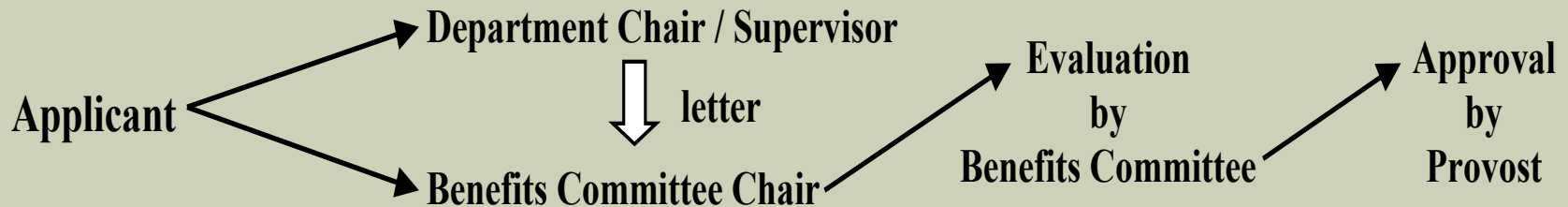
2. Due first Tuesday of October.

Send completed application via e-mail attachment (PDF (preferred), Word document, an RTF file)

- a. The Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu)
- b. The Department Chair / supervisor

3. Due second Tuesday of October.

- a. Department Chair / supervisor sends evaluation letter via e-mail to the Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu) (cc: applicant, Dean)



APPLICATION PROCESS (HANDOUT)

Time-table for 2019 (exact due dates may vary somewhat from year to year; See Handbook Section 11.4)

- Oct 1 Proposals due electronically from applicants at 4:30 PM (First Tuesday in October) to Grace Hiles, Department Chair, and Dean (if sabbatical)**
- Oct 8** Dean and Department chair's evaluation due (Second Tuesday in October)
- Nov 4** Subcommittee reports due to Full Committee (Mon. before 1st Wed. in Nov.)
- Nov 6** Benefits Committee finalizes recommendations (First Wed. in Nov.)
- Nov 13** Additional Benefits Committee meeting to finalize recommendations (if needed)
- Dec 1** Full Committee report to Provost (fixed date each year)
- Dec 24** Provost notification to applicants (fixed date each year)

HOW TO APPLY

- See Benefits Committee website for format page and cover page template
 - <https://inside.nku.edu/facultysenate/committees/benefits.html>
 - Format
 - Part I: Cover page – download template from website
 - Part II: Include all sections! Separate sections for ease of identification!
 - Part III: Appendix. Include supporting documentation (e.g. letters from publishers or those whose resources you will use), vita, info on previous FBC awards.
- Submit ON TIME! Email attachments to Grace Hiles (hilesg1@nku.edu)

TIPS

- 1. Follow the instructions in the Format document**
 - Address each point in the instructions.
 - Organize application according to instructions.
- 2. Write for a general audience**
 - Your application is read by people outside your field, so speak to them.
 - Be concise and clear; avoid jargon.
- 3. Use available resources**
 - Benefits Committee website: FAQs, forms and instructions, example successful applications
 - Your colleagues

CHARACTERISTICS OF SUCCESSFUL APPLICATIONS

- Meets purpose of program
- Concrete outcomes
- Clear procedure
- Organized as requested
- Complete – all information provided
- Impact clear

EVALUATION

From the Faculty Handbook:

D.4. EVALUATION

In evaluating and ranking applications, the following are the primary factors that will be considered:

- a) How well the proposal meets the purposes of the program for which application is made;
- b) The value of the project to the applicant's growth and professional status; the value of the project to the scholarly community;
- c) The value of the project to the applicant's teaching responsibilities and students;
- d) The value of the project to the University;
- e) The value of the project to the non-academic community;

Other things being equal, preference should be given, first, to a candidate who has not previously received a Program award; second, to a candidate without tenure; and, third, to a candidate who received a Program award the longest time ago.

EVALUATION

From the Faculty Handbook:

D.4. EVALUATION

In evaluating and ranking applications, the following are the primary factors that will be considered:

- f) The probability that the project will be carried out (to be measured in terms of the applicant's background, previous success, and attainability of the goals stated);
- g) The ability of the applicant to convey the content and importance of the project to those outside his/her own academic discipline;
- h) Contribution of the project to the applicant's ongoing scholarship or creative activity;
- i) Investigation of alternative funding sources;
- j) The urgency of the project to be undertaken; and
- k) Overall quality of the proposal.

Other things being equal, preference should be given, first, to a candidate who has not previously received a Program award; second, to a candidate without tenure; and, third, to a candidate who received a Program award the longest time ago.

EVALUATION IMPLEMENTATION

- Subcommittee created for each award category
 - Sabbaticals, fellowships, project grants
 - While the Benefits Committee as a whole has someone from each department on it, each subcommittees will not
 - So watch that what you write can be understood by any intelligent person, not just those in your field.
- Subcommittee produces ranked list of acceptable proposals
 - Usually is longer than available awards
 - Allows awards to be offered to next on list if awardee turns down award later.

EVALUATION IMPLEMENTATION (CONT.)

- Evaluation guidelines form for each proposal
 - Specific to award category
 - Based on Handbook criteria
 - Available on website
 - Typically filled out for each proposal and by each subcommittee member
 - Scores combined in WEIGHTING spreadsheet
 - Overall Quality: 50%
 - Handbook criteria a, b, g, k
 - Overall Value: 30%
 - Handbook criteria c, d, e, j
 - Applicant diligence: 20%
 - Handbook criteria f, h, i
- **Average scores provide *starting point* for subcommittee discussions**

RECOMMENDATIONS TO PROVOST

- Final ranked lists of acceptable proposals are submitted to Provost by Dec 1.
- Provost's notification to applicants by Dec 24.

QUESTIONS?