OVERVIEW OF FACULTY DEVELOPMENT AWARDS

2023 WORKSHOP

1. Award types
2. Eligibility and conditions
3. Application process
4. Review process
5. Formatting Tips
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
Sabbaticals:
- 2021: 23 available; 21 applications; 21 awarded
- 2022: 23 available; 23 applications; 23 awarded
- 2023: 21 available

Fellowships:
- 2021: 16 available; 17 applications; 15 funded
- 2022: 16 available; 23 applications; 16 awarded
- 2023: 11 available

Project Grants:
- 2021: $66,000 available; 18 applications; 12 funded for $49,010.15
- 2022: $60,000 available; 23 applications; 11 funded for $60,000
- 2023: $66,000 available
<table>
<thead>
<tr>
<th>Program</th>
<th>Purpose</th>
<th>Award</th>
<th>Eligibility</th>
<th>Conditions</th>
<th>Reporting</th>
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</thead>
<tbody>
<tr>
<td>Sabbatical</td>
<td>Scholarly and artistic work</td>
<td>1 sem.@ Full pay OR 1 yr.@65% of salary</td>
<td>Full time tenured faculty and dept. chairs</td>
<td>Paid employment generally prohibited</td>
<td>Written summary due within 2 mos. after completion of leave</td>
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<tr>
<td></td>
<td>Research</td>
<td>23 available for 2021 23 available for 2022 21 available for 2023 Based on 8%* (tenured + 1/6 tenure track)</td>
<td>Eligible every 13th semester</td>
<td>May earn up to 35% of salary if taken for full year</td>
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<td></td>
<td>Advanced Study</td>
<td></td>
<td>Non-tenured faculty can apply in 6th year but must be granted tenure to receive it in the 7th year</td>
<td>Faculty on a full year sabbatical leave cannot teach during the winter intersession</td>
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<td></td>
<td>Limit paid consulting in accordance with the Faculty Handbook (section 16.4) to 1 day/week.</td>
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<td>Sabbaticals may be postponed.</td>
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<td>Normal benefits apply while on leave; but TIAA reduced to 65% on 1 year leave</td>
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<td>May accept fellowship and/or project grant</td>
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<td>Not for Thesis or Dissertation work</td>
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<td>Must return to NKU for 1 A.Y.</td>
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<tr>
<td>Fellowship</td>
<td>Improve teaching</td>
<td>$96K available for 2021 $96K available for 2022 $66K available for 2023</td>
<td>Tenured and Tenure-track</td>
<td>Teaching and other paid University service prohibited during the award period</td>
<td>Before Sept. 1</td>
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<td></td>
<td>Conduct research</td>
<td></td>
<td>Eligible every 3rd summer since prior award</td>
<td>Not for completing degree</td>
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<td></td>
<td>Work on creative/artistic projects</td>
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<td>May begin May 11</td>
<td>Must return to NKU for 1 A.Y.</td>
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<td>Attend seminars</td>
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<td>Manuscript writing</td>
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<td>Conduct pilot studies</td>
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<td>Literature review</td>
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<tr>
<td>Project Grant</td>
<td>Research and equipment expenses</td>
<td>$66K available for 2021 $60K available for 2022 $66K available for 2023</td>
<td>Tenured and Tenure-track</td>
<td>Not for applicant’s salary; not for full-time faculty member’s salary</td>
<td>Written summary due upon completion of grant</td>
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<td></td>
<td>Expenses related to professional development activities when not covered by dept. budget</td>
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<td>Faculty on terminal contract not eligible</td>
<td>Not for completing degree</td>
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<td></td>
<td>Sabbatical &amp; fellowship expenses</td>
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<td>Teaching permitted</td>
<td>Not for student projects but students can be paid for assisting in faculty projects</td>
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<td>Purchased property belongs to NKU</td>
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Final reporting is 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)
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 2022** (exact due dates may vary somewhat from year to year; See Handbook Section 11.4)

- **Oct 3** Proposals due electronically from applicants at 4:30 PM (First Tuesday in October) to Grace Hiles, Department Chair, and Dean (if sabbatical)
- **Oct 10** Department chair/Dean’s evaluation due (Second Tuesday in October)
- **Oct 31** Subcommittee reports due to Full Committee
- **Nov 1** Benefits Committee finalizes recommendations
- **Nov 8** 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](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
- Clear impact
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.
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.
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 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
Final ranked lists of acceptable proposals are submitted to Provost by Dec 1.

Provost’s notification to applicants by Dec 24.
QUESTIONS?