

# OVERVIEW OF FACULTY DEVELOPMENT AWARDS 2024 WORKSHOP

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# Award Types

# FACULTY DEVELOPMENT PROGRAM – AWARD TYPES

- **Sabbatical Leave:**
  - Goal: 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: Support professional development activities by providing (partial) summer salary
  - Duration: 2 months during the summer; \$6000
- **Project Grants:**
  - Goal: 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; up to \$6000

# PROGRAM SUMMARY - AVAILABILITY

## ■ Sabbaticals:

- 2023: 21 available; 21 applications; 21 awarded
- 2024: 21 available

## ■ Fellowships:

- 2023: 11 available; 19 Applications at \$; 11 funded for \$66,000
- 2024: 10 available

## ■ Project Grants:

- 2023: 11 available = \$66,000 available; 19 Applications at \$92,832.00; 14 funded for \$71,977.02
- 2024: 10 available

# Eligibility & Conditions

# PROGRAM SUMMARIES: Sabbatical (on Website)

## **Eligibility**

- Full time tenured faculty and Dept. chairs
- Eligible every 13<sup>th</sup> semester (after 6 full years); summers do not count
- Non-tenured faculty can apply in 6<sup>th</sup> year but must be granted tenure to receive it in the 7<sup>th</sup> year

## **Conditions**

- Paid employment generally prohibited
- May earn up to 35% of salary if taken for full year; Normal benefits apply while on leave; but TIAA reduced to 65% on 1 year leave
- May accept fellowship and/or project grant
- Sabbaticals may be postponed.
- Faculty on a full year sabbatical leave can NOT teach during the winter intersession
- Not for Thesis or Dissertation work Must return to NKU for 1 A.Y.

# PROGRAM SUMMARIES: Sabbatical

Award Type	Purpose	Award	Eligibility	Conditions	Reporting
<b>Sabbatical</b>	<p>Scholarly &amp; Artistic work</p> <p>Research, Advanced Study, Artistic Performance</p> <p>Limit paid consulting in accordance with the Faculty Handbook (section 16.4) to 1 day/week.</p>	<p>21 available for 2024 Based on 8%* (tenured + 1/6 tenure track)</p> <p>1 sem.@ Full pay OR</p> <p>1 yr.@65% of salary</p>	<p>Full time tenured faculty and Dept. chairs</p> <p>Eligible every 13<sup>th</sup> semester (after 6 full years); summers do not count</p> <p>Non-tenured faculty can apply in 6<sup>th</sup> year but must be granted tenure to receive it in the 7<sup>th</sup> 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 can NOT 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>Must communicate results to other faculty through presentation, performance, or publication within 1 year</p>

# PROGRAM SUMMARIES: Summer Fellowship (on Website)

## **Eligibility**

- Tenured and Tenure- track Faculty
- Eligible every 3<sup>rd</sup> summer since prior award
- May begin activities for fellowship after last day of spring classes

## **Conditions**

- Teaching and other paid University services prohibited during the award period
- Not for completing degree.
- Must return to NKU for 1 A.Y.



# PROGRAM SUMMARIES: Summer Fellowship

Award Type	Purpose	Award	Eligibility	Conditions	Reporting
<b>Fellowship</b>	Time to Improve Teaching or Conduct Research	11 awards available \$66K available for 2024	Tenured and Tenure- track Faculty	Teaching and other paid University services prohibited during the award period	Written summary due before Sept. 1
	Examples: Creative/artistic projects	90% paid in Late May; 10% in Sept. pay check.	Eligible every 3 <sup>rd</sup> summer since prior award	Not for completing degree. Must return to NKU for 1 A.Y.	
	Attend seminars	Taxed separately at IRS supplemental rate.	May begin activities for fellowship after last day of spring classes		
	Manuscript writing				
	Conduct pilot studies				
	Literature review				

# PROGRAM SUMMARIES: Project Grant

## **Eligibility**

- Tenured and Tenure- track Faculty
- Teaching permitted
- Faculty on terminal contract NOT eligible

## **Conditions**

- May be used to compensate students for assisting in FACULTY projects
- Purchased property & equipment belongs to NKU
- NOT for applicant's salary
- NOT for full-time faculty member's salary
- NOT for completing degree
- NOT for student projects

# PROGRAM SUMMARIES: Project Grant (on Website)

Award Type	Purpose	Award	Eligibility	Conditions	Reporting
<b>Project Grant</b>	<p>Expenses related to teaching, research or professional development when not covered by dept.</p> <p>Examples: Research equipment</p> <p>Expenses related to professional development activities / creative &amp; artistic projects</p> <p>Expenses budgeted for Sabbatical &amp; Summer fellowships</p>	<p>11 awards available</p> <p>\$66K available for 2024</p> <p>Up to \$6 K / grant</p> <p>Must spend between May1- June 30</p>	<p>Tenured and Tenure- track Faculty</p> <p>Faculty on terminal contract NOT eligible</p> <p>Teaching permitted</p>	<p>NOT for applicant's salary</p> <p>NOT for full-time faculty member's salary</p> <p>NOT for completing degree</p> <p>NOT for student projects</p> <p>May be used to compensate students for assisting in FACULTY projects</p> <p>Purchased property &amp; equipment belongs to NKU</p>	<p>Written summary due upon completion of grant</p>

# Application Process

# HOW TO APPLY



- **Format – Complete the Following**
  - **Part I: Cover page** – download template from website:  
<https://inside.nku.edu/facultysenate/committees/benefits.html>
  - **Part II: Proposal Body** – Found within “Instruction Page”  
– – Be sure to include all sections! Use the *Evaluation Guidelines* to ensure you address the criteria fully.
  - **Part III: Appendix.** Include supporting documentation (e.g. letters from publishers or those whose resources you will use), vita, info on previous FBC awards and Internal Support Letters (must be submitted by Deans/Chairs).
- **Submit ON TIME!**... Email attachments to Grace Hiles (hilesg1@nku.edu)

# APPLICATION PROCESS: SABBATICALS

## SABBATICAL LEAVES

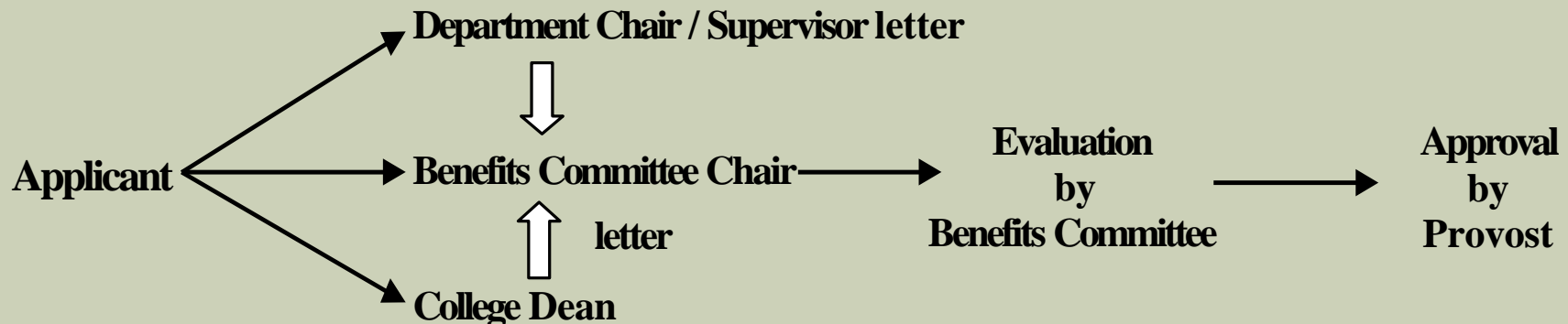
### 2. Due **first Tuesday of October.**

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

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

### 3. Due from Chair/Dean **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](mailto: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](mailto:hilesg1@nku.edu)) (cc: applicant, Department Chair / supervisor)



# APPLICATION PROCESS: FELLOWSHIPS AND GRANTS

## SUMMER FELLOWSHIPS AND PROJECT GRANTS

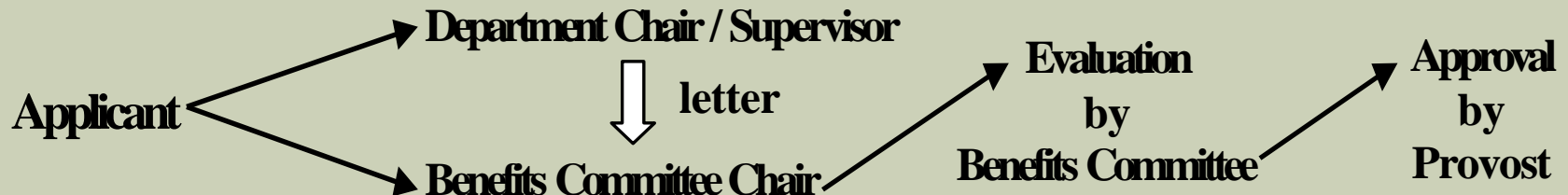
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Send completed application via e-mail attachment (PDF (preferred), Word document, an RTF file)

- a. The Benefits Committee Chair through Grace Hiles ([hilesg1@nku.edu](mailto: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](mailto:hilesg1@nku.edu)) (cc: applicant, Dean)



# APPLICATION PROCESS (HANDOUT)

Time-table for 2024 (exact due dates may vary somewhat from year to year; See Handbook Section 11.4)

**Oct 1** First Tuesday in October, Proposals DUE electronically from applicants by 4:30 PM to Grace Hiles, Department Chair, and Dean (if sabbatical)

**Oct 8** Second Tuesday in October, Department chair/Dean's evaluation DUE

**Nov 3** Subcommittee reports DUE to Full Committee Benefits

**Nov 6** Benefits Committee Finalizes Recommendations

**Nov 13** 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)



# Review Process

# REVIEW PROCESS

Evaluation Guidelines/Tools which were created using Criteria from Faculty Handbook: <https://inside.nku.edu/facultysenate/committees/benefits.html>



# EVALUATION

Evaluation Tools are created from Criteria in Faculty Handbook:

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

## *Quality*

- a) How well the proposal meets the purposes of the program for which application is made;
- b) Overall quality of the proposal;
- c) The urgency of the project to be undertaken;
- d) The ability of the applicant to convey the content and importance of the project to those outside the applicant's own academic discipline;

## *Value*

- e) The value, utility, merit, or worth of the project (to be measured in terms of the applicant's growth and/or professional status, teaching responsibilities and students, scholarship/creative activity and scholarly community, the University, and the non-academic community);

*Quality (a-d) = 50%; Value (e) = 30%; Diligence (f-h) = 20%*

# EVALUATION – 2

Evaluation Tools are created from Criteria in Faculty Handbook:

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

## *Diligence*

- 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) Investigation of alternative funding sources;
- h) Inclusion of required support documents.

Other things being equal, preference should be given:

1. First, to a candidate who has not previously received a program award;
2. Second, to a candidate without tenure;
3. Third, to a candidate who received a program award the longest time ago; and,
4. Fourth, to faculty who have submitted simultaneous, co-dependent applications.

*Quality (a-d) = 50%; Value (e)= 30%; Diligence (f-h) = 20%*

# 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 evaluates proposal using evaluation tools
- Subcommittee produces ranked list of acceptable proposals
  - List usually includes more proposals than awards available
    - 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, c, d
    - Overall Value: 30%
      - Handbook criteria e
    - Applicant diligence: 20%
      - Handbook criteria f, g, h
- **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.

# Formatting Tips



# TIPS

- 1. Follow the instructions in the Instructions 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, examples of successful applications, chair office hours
  - Your colleagues

# CHARACTERISTICS OF SUCCESSFUL APPLICATIONS

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



# FINAL REPORTING

- Final reports are required for all awards.
  - Applicants must complete the final reporting document and send to the appropriate office
  - If reporting is missing for past awards, eligibility is lost (you may NOT apply)
- Final Reports Documents (on website) must include:
  - 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 should be sent as e-mail attachments to the Office of the Provost, Jason Vest ([vestj3@nku.edu](mailto:vestj3@nku.edu))
  - Reports will be distributed to the appropriate Dean, Chair/Supervisor, and to the Faculty Senate Office.
  - Abstract and photo will be published in the annual Faculty Development Program Brochure published by the Provost's Office
- Final Report Deadlines
  - Sabbatical: Within 2 months after completion
  - Summer Fellowship: Sept. 1
  - Project Grant: Upon completion

# EVERYTHING YOU NEED TO KNOW...

Check out the Faculty Senate Benefits Committee website to find documents and additional information

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

**QUESTIONS?**