

Workshop 1: OVERVIEW OF FACULTY DEVELOPMENT AWARDS 2025

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

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Award Types

FACULTY DEVELOPMENT PROGRAM – AWARD TYPES

- **Sabbatical Leave**
- **Summer Fellowship**
- **Project Grants**

Sabbatical Leave: Summary & Availability

■ 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)

■ Previous Years:

- 2023: 21 available; 17 applications; 16 awarded
- 2024: 21 available; 22 applications; 21 awarded
- 2025: 20 Available

Summer Fellowship: Summary & Availability

■ Summer Fellowship:

- Goal: Support professional development activities by providing (partial) summer salary
- Duration: 2 months during the summer; \$6000

- Previous Years:
 - 2023: 11 available = \$66,000; 19 Applications at \$114,000; **11 funded** = \$66,000
 - 2024: 10 available = \$60,000; 23 Applications at \$138,000; **10 funded** = \$60,000
 - 2025: \$60,000 Available = **10 Summer Fellowships**

Project Grants: Summary & Availability

■ 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

■ Previous Years:

- 2023: 11 available = \$66,000; 19 Applications at \$92,832.00; 14 funded for \$71,977.02
- 2024: 10 available; 20 Applications at \$110,638.29; 11 funded for \$61,446.79
- 2025: \$60,000 Available = 10 Project Grants - fully funded

Eligibility & Conditions

Sabbatical Leave - Eligibility & Conditions (on Website)

Eligibility

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

Summer Fellowship - Eligibility & Conditions (on Website)

Eligibility

- Tenured and Tenure - track Faculty
- Eligible every 3rd 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.

Project Grant – Eligibility & Conditions (on Website)

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

SABBATICAL PROGRAM SUMMARY

Award Type	Purpose	Award	Eligibility	Conditions	Reporting
Sabbatical	<p>Scholarly & 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>20 available for 2025 Based on 8%* (tenured + 1/6 tenure track)</p> <p>1 sem.@ Full pay</p> <p>OR</p> <p>1 yr.@65% of salary</p>	<p>Full time tenured faculty and Dept. chairs</p> <p>Eligible every 13th semester (after 6 full years); summers do not count</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 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 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>

SUMMER FELLOWSHIP PROGRAM SUMMARY

Award Type	Purpose	Award	Eligibility	Conditions	Reporting
Fellowship	Time to Improve Teaching or Conduct Research	10 awards available	Tenured and Tenure- track Faculty	Teaching and other paid University services prohibited during the award period	Written summary due before Sept. 1
	Examples:	\$60K available for 2025	Eligible every 3 rd summer since prior award	Not for completing degree. Must return to NKU for 1 A.Y.	
	Creative/artistic projects	90% paid in Late May; 10% in Sept. pay check.	May begin activities for fellowship after last day of spring classes		
	Attend seminars				
	Manuscript writing	Taxed separately at IRS supplemental rate.			
	Conduct pilot studies				
Literature review					

PROGRAM SUMMARIES: Project Grant (on Website)

Award Type	Purpose	Award	Eligibility	Conditions	Reporting
Project Grant	<p>Expenses related to teaching, research or professional development when not covered by dept. Example: Research equipment</p> <p>Expenses related to professional development activities / creative & artistic projects</p> <p>Expenses budgeted for Sabbatical & Summer fellowships</p>	<p>10 awards available</p> <p>\$60K 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</p> <p>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 & equipment belongs to NKU</p>	<p>Written summary due upon completion of grant</p>

Application Process

HOW TO APPLY

- **Visit the “New” Faculty Development Awards Website:**
<https://inside.nku.edu/facultysenate/committees/benefits/FacultyDevelopmentAwardsApplications.html>

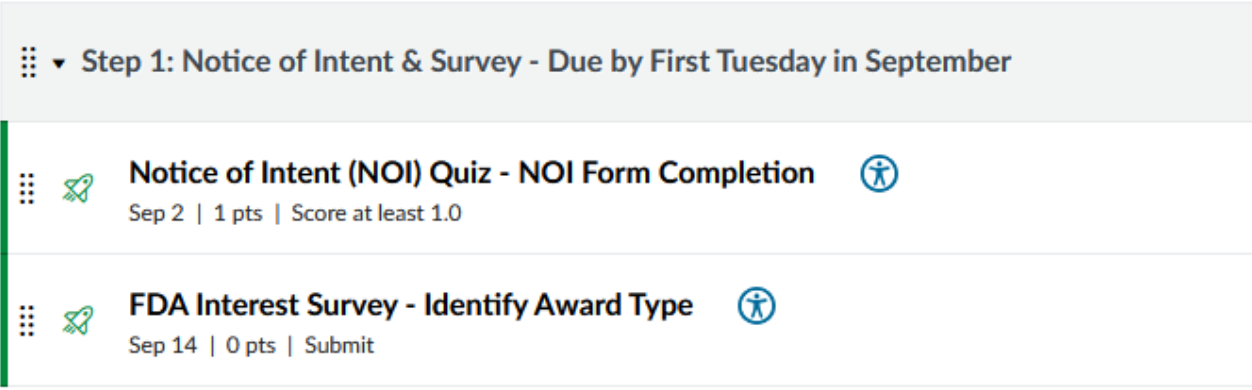
- **Review & Download documents:**
 - Notice of Intent
 - Proposal Content
 - Part I: Cover page
 - Part II: Proposal Body (Instruction Pages)
 - Other: Evaluation Guidelines
 - Chair/Dean Forms
 - Final Reporting Summary Page

- **Self-enroll** in the “new” FDA **Canvas** course using this URL:
<https://nku.instructure.com/enroll/Y879CJ>

Notice of Intent (NOI)

- **Download NOI & Complete**
- **Send NOI to School Director/Department Chair and to “new” FDA email address: fda@nku.edu**
- **Complete NOI Quiz within Canvas***
- **Complete the FDA Interest Survey***

* Required to access Step 2: FDA Proposal Submission options



The screenshot shows a Canvas LMS interface. At the top, there is a section header: "Step 1: Notice of Intent & Survey - Due by First Tuesday in September". Below this, there are two course items listed:

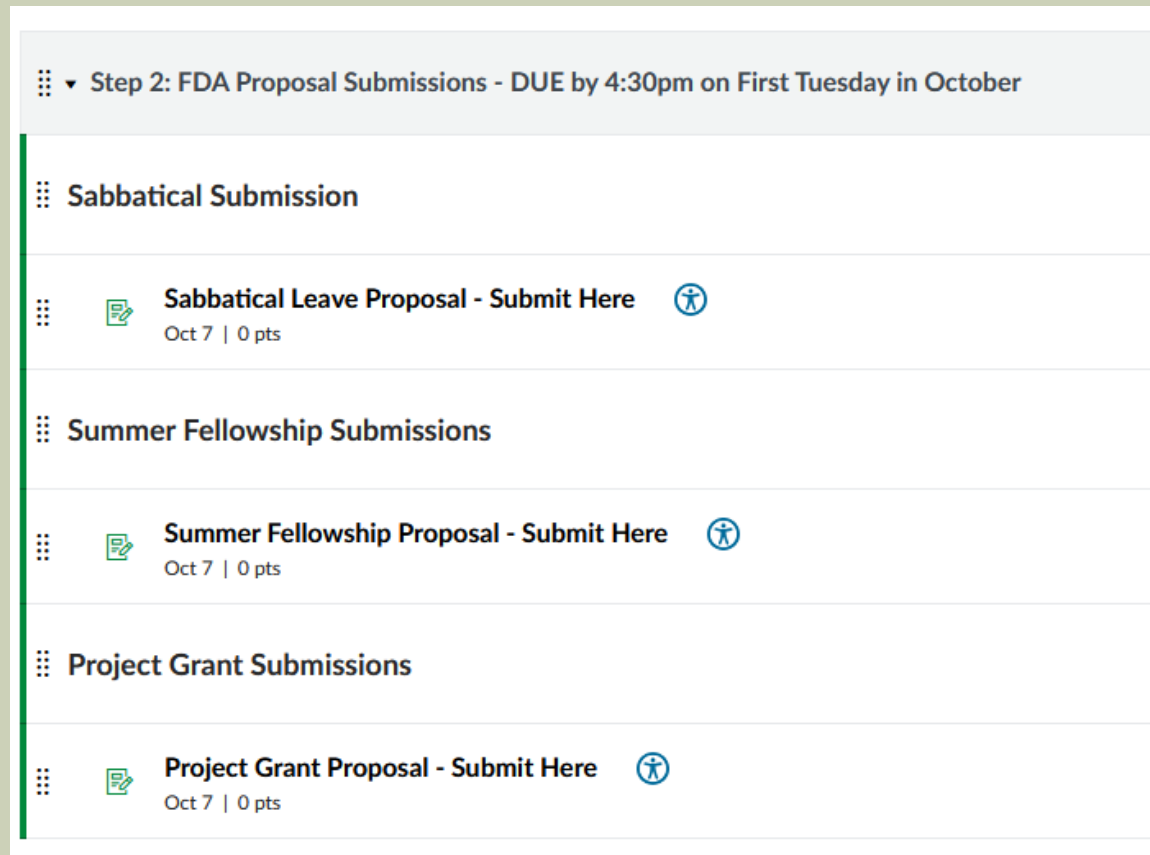
- Notice of Intent (NOI) Quiz - NOI Form Completion** (with a rocket icon and an accessibility icon). Details: Sep 2 | 1 pts | Score at least 1.0
- FDA Interest Survey - Identify Award Type** (with a rocket icon and an accessibility icon). Details: Sep 14 | 0 pts | Submit

Proposal Content

- **Part I: Cover page:** Download template from [FDA website](#)
- **Part II: Proposal Body (Use Instruction Pages):** Use the instruction pages as a guide for formatting and required content when completing each proposals. *Be sure to identify and include all sections!*
- **Other: Evaluation Guidelines:** Use the Evaluation Guidelines to ensure criteria (quality, value, diligence) are fully addressed.
- **Reminders:**
 - Include supporting documentation (e.g. letters from publishers), vita, info about previous FBC awards
 - Internal Support Forms & Letters (must be submitted by Deans/Chairs)

SUBMISSION

 **Submit to CANVAS on TIME!**



The screenshot shows a navigation menu in a Canvas LMS interface. The menu is titled "Step 2: FDA Proposal Submissions - DUE by 4:30pm on First Tuesday in October". It contains three main sections: "Sabbatical Submission", "Summer Fellowship Submissions", and "Project Grant Submissions". Each section has a sub-item with a document icon, a title, a date, and a point value.

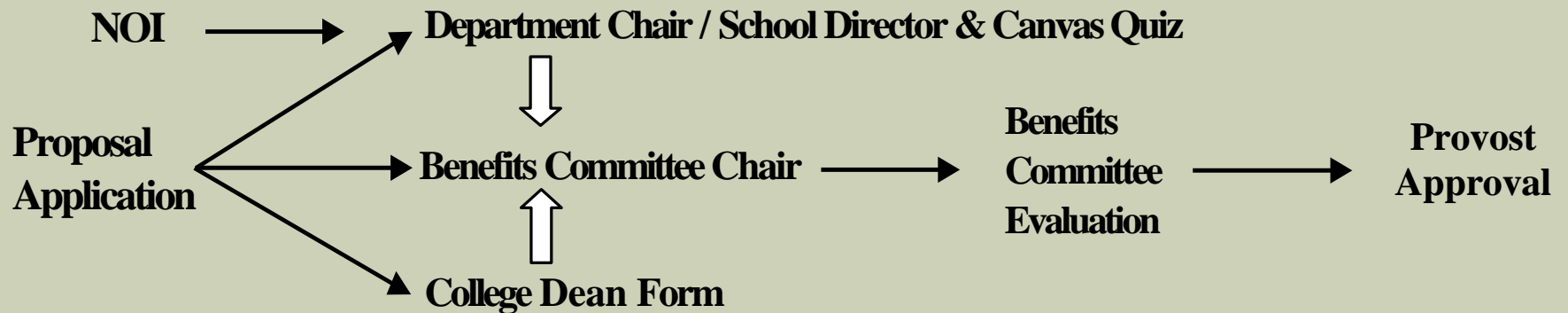
- Step 2: FDA Proposal Submissions - DUE by 4:30pm on First Tuesday in October
 - Sabbatical Submission
 - Sabbatical Leave Proposal - Submit Here (Oct 7 | 0 pts)
 - Summer Fellowship Submissions
 - Summer Fellowship Proposal - Submit Here (Oct 7 | 0 pts)
 - Project Grant Submissions
 - Project Grant Proposal - Submit Here (Oct 7 | 0 pts)

SUBMISSION

- ❑ **Submit** Full Proposals **to CANVAS on TIME!**
- ❑ **DUE: 4:30pm on First Tuesday in October**
- ❑ You can update submission(s) as many times as needed prior to the 4:30 pm deadline
 - Please double-check to ensure all required documents are included in submission
 - Canvas access will close promptly at 4:30pm on the first Tuesday in October

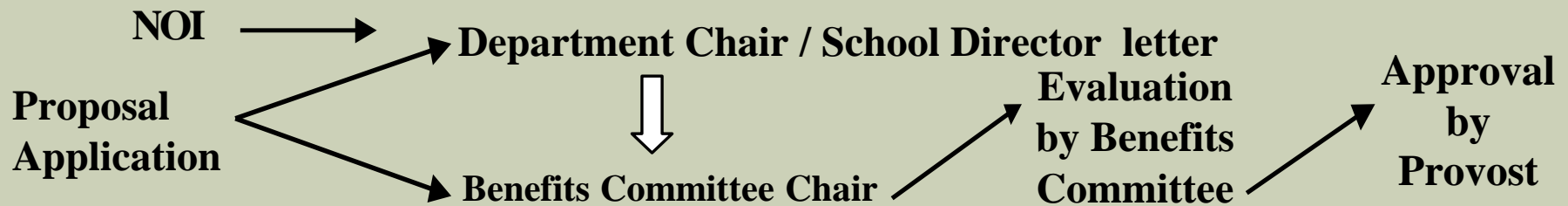
APPLICATION PROCESS: SABBATICALS

SABBATICAL LEAVES



APPLICATION PROCESS: FELLOWSHIPS AND GRANTS

SUMMER FELLOWSHIPS & PROJECT GRANTS



APPLICATION PROCESS OVERVIEW

Time-table for 2025 - exact due dates may vary somewhat from year to year; See Handbook Section 11.4

Want to apply for Faculty Development Award - **Self enroll in the “new” FDA Canvas course:** <https://nku.instructure.com/enroll/Y879CJ>

Sept 2 NOI DUE (First Tuesday in September) to Department Chair/School Director then complete NOI Quiz in Canvas to access Submission area

Oct 7 Proposals DUE (First Tuesday in October by 4:30 PM) electronically from applicants to Grace Hiles, Department Chair/School Director, and Dean (if sabbatical)

Oct 14 Department chair/Dean’s evaluation DUE (Second Tuesday in October)

Nov 5 Subcommittee reports DUE to Full Committee Benefits

Nov 12 Benefits Committee Finalizes Recommendations

Nov 19 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

- Subcommittee Formation
- Evaluation / Scoring Workshop
- **FDA Subcommittee (Individual) Evaluations**
- FDA Subcommittee Chair Excel Spreadsheet
- FDA Subcommittee (Group) Meeting
- Full Benefits Committee Discussion & Vote
- FDA Recommendations to Provost
- Provost Approval

EVALUATION GUIDELINES

- Review the Evaluation Tools /guidelines for each proposal
 - Based on Handbook criteria
 - Evaluation Criteria are Specific for each award category
 - Evaluation Tool Criteria Available on website
 - Evaluations completed for each proposal by each subcommittee member
 - Scores are weighted and combined in Excel 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 – other handbook criteria are considered

EVALUATION TOOLS

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

Faculty Senate Benefits Committee
Sabbatical Evaluation Criteria

Purpose: Sabbatical leaves are awarded to full time, tenured faculty and department chairs for scholarly and artistic work, research, and advanced study that requires time beyond traditional responsibilities for completion. After twelve (12) semesters of employment at the University, excluding summer terms, faculty are eligible to receive a sabbatical leave.

DIMENSION 1: OVERALL QUALITY
Relative weight 0.5
Comprised of handbook criteria a, b, c, d

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

a. How well the proposal meets the purpose of the program for which the application is made

This proposal...

- a1. Promotes the professional growth and effectiveness of the faculty
- a2. Requires additional time for the completion of scholarly activity and research, advanced study OR artistic performance in the pursuit of academic objectives.

b. Overall quality of the proposal

This proposal clearly ...

- b1. Follows the requested format
- b2. Addresses all requirements of the application
- b3. Presents a logical, reasoned argument for the project (Background information and why the proposed is necessary / important, why the time is needed for completion beyond the traditional responsibilities)
- b4. States the purpose of the project (what will be discovered / learned / developed by completing the project, how will the project add to or expand upon the field)

EVALUATION TOOL CRITERIA

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

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);

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.

EVALUATION TOOL – 2

Other Considerations...

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;
4. Fourth, to faculty who have submitted simultaneous, co-dependent applications.

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

Evaluating the Proposals

- Subcommittee evaluates proposal using evaluation tools
- Send Scores and comments to Subcommittee Chair
- FDA Subcommittee Chair Compiles all subcommittee member proposal evaluations in an Excel Spreadsheet
 - Average scores provide *starting point* for subcommittee discussions



Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

Evaluating the Proposals

- FDA Subcommittee (Group) Meeting to discuss each proposal, rankings and recommendations
- 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.
- Full Benefits Committee Discussion & Vote on recommended proposals



RECOMMENDATIONS TO PROVOST

- Recommendations with final ranked lists of 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
 - Organize application according to instructions
 - Include a Title for each Section and Requirement
 - Address each point in the 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

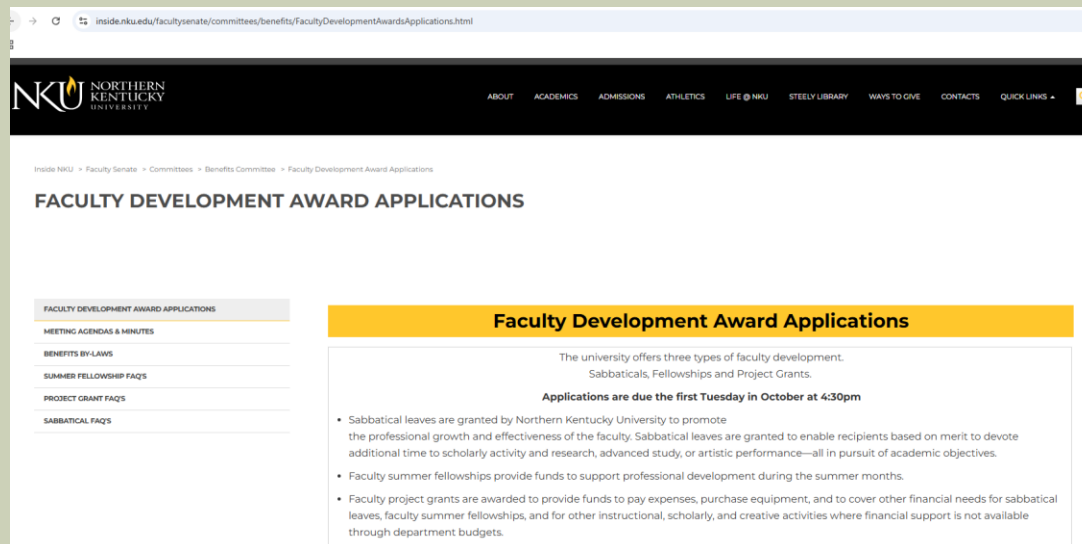
- Meets purpose of program
- Organized as requested
- Complete – all information provided
- Clear Purpose
- Clear procedure
- Clear impact
- Concrete outcomes

FINAL REPORTING

- Final reports are REQUIRED for all awards
- Final Reports Documents can be found on the FDA website
- Final report should be sent as e-mail attachments to the Office of the Provost, provost@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 “new” Faculty Development Awards website to find proposal documents and additional information
 - <https://inside.nku.edu/facultysenate/committees/benefits/FacultyDevelopmentAwardsApplications.html>



The screenshot shows a web browser displaying the Northern Kentucky University website. The URL in the address bar is inside.nku.edu/facultysenate/committees/benefits/FacultyDevelopmentAwardsApplications.html. The page features the NKU logo and a navigation menu with links for ABOUT, ACADEMICS, ADMISSIONS, ATHLETICS, LIFE @ NKU, STEELY LIBRARY, WAYS TO GIVE, CONTACTS, and QUICK LINKS. The main content area is titled "FACULTY DEVELOPMENT AWARD APPLICATIONS" and includes a sidebar with links for MEETING AGENDAS & MINUTES, BENEFITS BY LAWS, SUMMER FELLOWSHIP FAQ'S, PROJECT GRANT FAQ'S, and SABBATICAL FAQ'S. The main text area has a yellow header "Faculty Development Award Applications" and states: "The university offers three types of faculty development. Sabbaticals, Fellowships and Project Grants. Applications are due the first Tuesday in October at 4:30pm". Below this, there are three bullet points: "Sabbatical leaves are granted by Northern Kentucky University to promote the professional growth and effectiveness of the faculty. Sabbatical leaves are granted to enable recipients based on merit to devote additional time to scholarly activity and research, advanced study, or artistic performance—all in pursuit of academic objectives.", "Faculty summer fellowships provide funds to support professional development during the summer months.", and "Faculty project grants are awarded to provide funds to pay expenses, purchase equipment, and to cover other financial needs for sabbatical leaves, faculty summer fellowships, and for other instructional, scholarly, and creative activities where financial support is not available through department budgets."

QUESTIONS?