Administrative policies for Faculty Development Awards

1. The due date/time for submission to the Faculty Senate office also applies to the applicant submitting copies to his/her Chair (and Dean for sabbaticals). Late submissions will not be accepted.

2. The Project Grant Committee will submit to the Benefits Chair a detailed list of any budget changes with their rankings. The list will consist of the old budget followed by the new approved budget, with rationale for changes.

3. Project grants with multiple applicants are permitted, each applicant has three pages for his/her vita.

4. Applications exceeding page limits and other requirements will not be considered.

5. Chair and Dean letters are used to verify the eligibility of the applicant and inform the Dean of a sabbatical application. The Chair letters for project grants should state what department funds are available (if any) to support the project, if approved. Their use as part of the evaluation decision is up to the individual committee and its members.

6. If a current Chair or Dean applies for a sabbatical, the “Chair” and “Dean” letters should come from the applicant’s future Chair and Dean. In the case where these individuals are unknown, the applicant will work out with the Chair of the Faculty Benefits Committee appropriate substitutes. Under no circumstance should the Provost (who is part of the approval process) write one of these letters.