

MEMORANDUM

DATE: February 14, 2006
TO: Muskingum College Faculty
FROM: Julianne Maher, Interim Vice President for Academic Affairs
SUBJECT: Faculty Development Grants for 2006-2007

Muskingum College will provide Faculty Development Grants to support faculty scholarly endeavors during 2006-2007, providing a total of \$15,000 of support.

The following guidelines apply to Faculty Development Grants, funded intramurally, for the support of research, writing, study, travel, and other activities intended to enhance faculty professional development.

Eligibility:

Full time faculty with a continuing contract at Muskingum College for the coming academic year may apply for funding from the Professional Development Fund. If an award recipient leaves the employ of the College before the next academic year any money received must be returned to the College.

Criteria for Selection:

Proposals will be evaluated on the basis of

1. substantive content;
2. clarity of design and presentation;
3. justification in terms of benefit to the institution and the applicant (for example, how the research results might be used in a course or affect a teaching method?);
4. record of performance and reporting of previous grants;
5. priorities for rewarding grants:
 - a. 1st Faculty research projects
 - b. 2nd Curriculum improvement projects
 - c. 3rd Faculty development
 - d. 4th Professional growth related to teaching field

Funding:

1. Awarded funds will be released on an as-expended basis with appropriate documentation and receipts
2. Funding may not include faculty salaries
3. Funding may not include student wages, student travel, or student conference registrations/fees
4. Funds shall not be used for costs covered by outside funding
5. No grant shall exceed \$2,000 or 10% of the total funds, whichever is smaller
6. Consecutive awards shall be made only upon demonstration of compelling need
7. Equipment purchased with award funds becomes the property of Muskingum College

8. Funds must be used by June 30, 2007; monies not expended by June 30, 2007 will be expired

Selection Process:

1. Faculty members will submit grant proposals to the Vice President for Academic Affairs Office on or before March 17, 2006. One proposal per faculty member per year will be accepted. A faculty member may initially request up to \$1,500 or 10% of the total available pool, whichever is less. If there is more money available in a given year than there are qualified proposals, the VPAA may, at the request of the applicant, increase the award at his or her discretion.
2. The Faculty Affairs Committee will evaluate proposals in accordance with the terms and criteria for selection and make recommendations to the Vice President for Academic Affairs.
3. Members of the Faculty Affairs Committee will not participate in consideration of their own proposals.
4. The Vice President for Academic Affairs will notify applicants of decisions by April 7, 2006. Following this notification, the Vice President for Academic Affairs will announce the purpose of the proposals and the amounts awarded to each grantee.
5. If a proposal is rejected, the Faculty Affairs Committee will provide the reasons for not funding it to the Vice President of Academic Affairs, who will inform the applicant.
6. If a proposal is rejected by the Vice President for Academic Affairs following endorsement by the Faculty Affairs Committee, the VPAA is responsible to provide the reasons to the applicant.

Report:

1. A report on the use of the funds, to include a detailed financial accounting and documentation of equipment purchased, and a discussion of goals accomplished is to be submitted to the Vice President for Academic Affairs by July 15, 2007.
2. The Vice President for Academic Affairs shall acknowledge and forward a summary of the awards to the Faculty Affairs Committee and the President.