MEMORANDUM

DATE:        February 1, 2010
TO:          Muskingum University Faculty
FROM:        Paul Reichardt, Vice President for Academic Affairs
SUBJECT:     Faculty Development Grants for 2010-2011

Faculty Development Grants to support faculty scholarly and creative activities are available for
the 2010-2011 academic year.

The following guidelines apply to Faculty Development Grants, funded internally, for the
support of research, writing, study, travel, and other professional activities intended to promote
the development of faculty as scholars, artists, and teachers.

Eligibility:
Full-time faculty with a continuing contract at Muskingum University for the year following the
2010-2011 academic year are eligible to apply for a Faculty Development Grant. If an award
recipient leaves employment with the University prior to the academic year following the
awarding of the grant, all fund received must be returned to the University.

Criteria for Selection:
Proposals will be evaluated on the basis of -
1. Significance of content.
2. Clarity of research/creative project design and goals.
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. Evidence of performance and reporting of previous grants.
5. Types of projects eligible for funding.
   a. Original research in a faculty member’s discipline.
   b. Work that results in a creative/artistic product.
   c. Innovative curriculum development
   d. Pedagogical research with classroom applications.

Funding:
1. Funds awarded will be released on an expenditure basis in response to submission of
   appropriate documentation and receipts.
2. Funding may not include salary for faculty.
3. Funding may not include student wages, student travel, or student conference
   registration/fees.
4. Funds shall not be used for costs covered by external funding.
5. Normally, grants shall not exceed $1,500 or 10% of the total funds, whichever is less.
6. Awards in consecutive years shall be made only upon demonstration of compelling need.
7. Equipment purchased with grant funds becomes the property of Muskingum University.
8. Funds must be used by June 30, 2011; moneys not expended by June 30, 2011 will no
   longer be available.
Selection Process:

1. Faculty members will submit grant proposals to the Vice President for Academic Affairs Office on or before March 15, 2010. Only one proposal per faculty member per year will be accepted. A faculty member may initially request up to $1,500. If there is money remaining in a given year after funding qualified proposals, the VPAA may augment funded requests or distribute the remaining funds for additional faculty development purposes.

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 16, 2010. Following this notification, the Vice President for Academic Affairs will announce the names of the recipients, titles of the proposals, and the amounts awarded to each recipient.

5. If a proposal is not recommended for funding, the Faculty Affairs Committee will provide the reasons for its recommendation to the Vice President for Academic Affairs, who will communicate this information to the applicant.

6. If a proposal is not funded by the Vice President for Academic Affairs following endorsement by the Faculty Affairs Committee, the VPAA is responsible for providing reasons for the decision to the applicant.

7. The VPAA will provide the Faculty Affairs Committee and the President with information concerning the proposals funded.

Final Report:

1. A report describing the use of the funds, including a detailed financial accounting and documentation of any equipment or materials purchased, and evidence of goals accomplished, must be submitted to the Vice President for Academic Affairs by July 15, 2011.

2. The Vice President for Academic Affairs shall acknowledge these reports and make them available to the Faculty Affairs Committee.