

MUSKINGUM

U N I V E R S I T Y

MEMORANDUM

DATE: September 21, 2016
TO: Muskingum University Faculty
FROM: James Callaghan, Vice President for Academic Affairs
SUBJECT: Faculty Development Grants

I am very pleased to announce the continuation of the Muskingum University Faculty Development Grants program.

In recognition of the university's commitment to life-long learning, excellence in teaching and learning, and individual and community fulfillment, Faculty Development Grants will be available for the 2017-18 academic year. These grants support research, creative endeavors, production and writing (etc.), plus related travel, along with other professional activities that contribute to the further development of Muskingum University faculty and the wider university community.

Eligibility:

As has been the case in the past, full-time faculty with a continuing contract beyond the current (2016-17) year at Muskingum University are eligible to apply. In the event that an award recipient might leave the university prior to the academic year following the awarding of the grant, all Faculty Development grant funds disbursed to that recipient must be reimbursed to the university.

Criteria for Selection:

Proposals will be evaluated on the basis of the following:

1. The significance or impact of the proposed outcome(s).
2. The clarity of the research or creative project's design and goals.
3. The benefit to the institution and to the applicant (For example, how the research results might be used in a course or affect a teaching method).
4. Track-record regarding the results and reporting of previous grants awarded.
 - Note: This is not intended to exclude applicants with well-formed plans, but no prior grants history. To the contrary, soundly-developed applications from faculty with no prior grants history are encouraged.

Types of projects eligible for funding.

- a. Original research within the grant applicant's discipline.
- b. Interdisciplinary research involving two or more faculty from different disciplines or (ideally) Divisions (Science/Humanities, for example).
- c. Activity resulting in a creative/artistic product or project, particularly those reaching audiences and communities through publications, or as performances or exhibitions.
 - Similarly, scholarly activity whose goal is a local conference or seminar may be eligible.
- d. Pedagogically-related research with practical classroom applications.

Funding:

1. Funds awarded will be released on an expenditure basis in response to the timely submission of appropriate documentation and receipts.
2. Funding may not include faculty salary.
3. Funding may not include student wages, student travel, or student conference registration/fees.
4. Funds shall not be used for costs covered by any external funding.
5. Grants shall not normally exceed \$1,500 or 10% of the total grant-funding pool, whichever is less.
6. Continuing (consecutive year) awards will not be made, except in the case of demonstrated compelling need.
7. Any equipment (other than expendables), including but not limited to, software or other accessories of a durable nature, purchased with grant funds becomes the property of Muskingum University.
8. Funds must be used by June 30, 2018. Any funds not expended by that date will be forfeited back to the university.

Selection Process:

1. Faculty members will submit grant proposals to the Academic Affairs Office (Marcia Gray) on or before February 28 of this year.
 - Only one proposal per faculty member per year will be accepted.
 - A faculty member may initially request up to \$1,500.
 - In the event that funds remain in the pool after initial awardings, additional monies, at the discretion of the Vice-President for Academic Affairs, may be allocated to those initial awards, or retained for other faculty development-related 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.
 - Members of the Faculty Affairs Committee may not participate in the consideration of their own proposals.
3. If a proposal is not recommended for funding, the Faculty Affairs Committee will provide the rationale for its decision to the Vice President for Academic Affairs, who (in turn) will communicate this information to the applicant(s).
4. Upon receiving the recommendations of the Committee, the Vice President for Academic Affairs will decide upon the recipients, and notify applicants shortly in advance of the April Faculty Meeting. Following this notification, the Vice President for Academic Affairs will announce the names of the recipients, the titles of the funded proposals, and the amounts awarded to each recipient.
 - The VPAA will, similarly, notify the Faculty Affairs Committee and the President regarding the proposals funded.

Final Report:

1. An activity report must be submitted to the Vice-President for Academic Affairs no later than the Friday preceding the Fall Faculty Conference that follows the June closing of the awarded grant period. This report, utilizing the template available from the Academic Affairs webpage, must include (at a minimum):
 - A detailed financial accounting
 - Documentation of any equipment or materials purchased, and
 - Evidence of goals accomplished.
2. The Vice President for Academic Affairs shall acknowledge these reports, review them, and then make them available to the Faculty Affairs Committee.