II.I. FACULTY DEVELOPMENT

II.I.1. Guidelines and Procedures for Faculty Development Applications
(Revised by Faculty Nov. 1997 and April 27, 2001; July 15, 2005)

These Guidelines and Procedures shall be in effect from the time they are accepted by the faculty of the College of Liberal Arts until amended by the faculty.

A. Eligibility

1. All full-time faculty members will be eligible to apply.
2. Applications will be reviewed for funding twice each academic year.
3. The college encourages both individual and group faculty development projects. A faculty member may submit one individual and one group application as principal applicant.
4. College committees may submit applications for group projects with a member serving as the principal applicant and all other committee members serving as co-applicants.

B. Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA)

1. The Faculty Teaching and Scholarly/Creative Activities Committee is responsible for selecting applications for faculty development funds and recommending these proposals to the Dean.
2. This committee will select applications for recommendation to the Dean until all funds are allocated.
3. If a member of the Committee for the FTSCA elects to submit an application for funding, he or she must withdraw from all considerations for allocation of development funds.

C. Funding Guidelines

1. From the total funds available for faculty development, $500 will be set aside by FTSCA for developmental activities of benefit to the entire Liberal Arts faculty. Examples of such activities include workshops, seminars, and retreats. These funds may not be used to purchase equipment or supplies. Any of this $500 that remains unallocated by the spring round of individual and group applications may be applied to the applications pending at that point.

2. Selection Criteria:

Highest priority will be given to those projects which aim primarily at improving the faculty member's knowledge and skills used in the classroom. The knowledge and skills are already established or known, but not to the faculty member seeking increased expertise in them.
Lower priority will be given to projects which are aimed at funding the implementation of knowledge, skills and techniques.

In practice, this means that greater priority will be given to projects which constitute some type of additional education beyond the terminal degree and less to funding the implementation of a technique, such as would be the case with the purchase of equipment.

Lower priority will also be given to completing or obtaining new degrees.

The following will be considered in the decision to fund a project:

a) Value of the project to the development of the individual faculty member(s) and to the applicant's discipline and department.

b) Appropriateness of the proposed activities given the objectives of the project.

c) Cost of the project relative to its value.

d) Feasibility of completing the project in the length of time stated and with the budget requested.

e) Clarity and completeness of the application.

3. All projects should be completed by their stated termination date unless the faculty member requests permission from the Dean that the project period be extended. Funds will normally be allocated on the basis of fiscal year.

4. FTSCA may choose to fund projects partially. The principal applicant will be notified in writing of the recommendations for funding by the chair of the Committee within three days of the selection. If the amount of funding is not acceptable, the principal applicant must respond to the chair in writing within three days stating any objections and intentions. If no response is received, it will be assumed that the proposed funding is acceptable to the applicant(s).

D. Deadlines

1. Six (6) copies of the application must be submitted to the chair of FTSCA. The applicant's name and other identifying information should appear on only one of the copies, to allow a blind review procedure.

2. The faculty member will be notified in writing by the committee of its recommendation. Only those projects recommended for funding by the committee will be forwarded to the Dean.
3. The Dean's Office will notify the faculty member in writing of the award.

E. **Completion of the Project**

A project shall be deemed completed when:

1. A final written report has been submitted to FTSCA stating to what extent the objectives of the original application have been met.

2. A final accounting of the budget requirements has been filed with the Committee and the Dean's Office.

3. Final reports of project completion are to be turned in to the chair of FTSCA within 30 calendar days after the stated completion date in the application.
II.I.2. College Research Enhancement Funds: Guidelines and Procedures  
(Revised Dec. 5, 1997; July 15, 2005)

These Guidelines and Procedures shall be in effect from the time they are accepted by the faculty of the College of Liberal Arts until amended by the faculty.

A. The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA)

1. The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) is responsible for receiving and evaluating grant proposals for research enhancement funds.
2. This committee will select applications for recommendation to the Dean until all funds are allocated.
3. The following recommendations may be made by FTSCA: a) funded as presented; b) partially funded; or c) no funding.

B. Eligibility for Funding

1. Tenured and tenure-track faculty members will be eligible to apply.
2. No member of the University Research Enhancement Committee may submit a grant proposal for college research funds. A committee member who wishes to do so must resign his or her committee position.
3. Only projects meeting the criteria set forth for "Scholarship" in the Texas A&M University-Corpus Christi Rule 2.5.1.1 may be supported by Research Enhancement Program funds.
4. Funds may not be used to support doctoral dissertation research.
5. Awards from these funds may not duplicate funds awarded from other granting agencies.
6. Proposals for the same, or substantially the same, research project may be submitted to both the University Research Enhancement Committee and FTSCA, but funding cannot be received from both sources.
7. In order to support the research efforts of as many faculty members as possible, an eligible faculty member may submit only one research proposal per year as principal investigator for consideration at the College level.

C. Selection Criteria

When evaluating Research Enhancement grant applications, the University Research Enhancement Committee considers both the scholarly merit and feasibility of the project. Included in such considerations are such issues as:

1. the project's adherence to the criteria for "scholarship" in Rule 2.5.1.1;
2. overall clarity of the research proposal;
3. soundness of the research methodology;
4. indication that the project will contribute to the advancement of knowledge in the field;
5. reasonableness of the work plan
6. appropriateness of the proposed budget in terms of the work plan and anticipated outcomes
7. potential that the project will result in a research product that will be presented to the external scholarly community in the field
8. the record of previous project completion and budget management in the case of applications who have previously awarded university or college Research Enhancement grants.
9. benefit to the College of Liberal Arts

D. Application Process

1. At the beginning of each spring semester, FTSCA will announce the deadline for college level applications.
2. Applicants should submit seven (7) copies of the application to the chair of FTSCA. The applicant's name and other identifying information should appear on only one of the copies, to allow a blind review process.
3. The applicant will be notified in writing by FTSCA of its recommendation. Only those projects recommended for funding will be forwarded to the Dean.
4. Official notification of college level awards will be made in writing by the Dean.
5. Copies of successful applications shall be kept by the Dean's Office for 3 years. These will be available for examination by potential applicants in the future.

E. Completion of the Project

6. A final written report should be submitted to FTSCA stating to what extent the objectives of the original application have been met.
7. A final accounting of the budget should be submitted to Dean's office within 30 days after the completion date in the application.
II.I.3.

Individual Application: _____________

Group Application: _____________

Faculty Teaching and Scholarly/Creative Activities Committee

APPLICATION FOR PROJECT FUNDING
(Please type)

Date:__________________

For the Period:____________To:_____________

1. Name of Principle Applicant: _____________________________________________

2. Name of Co-Applicant(s): _______________________________________________

_____________________________________________________________________
_____________________________________________________________________

3. Title or Subject of Proposal: ______________________________________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

4. Proposed Period of Project:

From: ___________ To: _____________

5. What is the value of the project to the individual faculty member(s), college faculty or
   the teaching area(s).
6. Describe the proposed project. Include a description of planned activities and the outcomes expected from them.
7. References (if appropriate):

8. Proposed work schedule: Be specific, including how much time you expect to spend daily working on the project. Give an approximate completion date.
9. **Budget**: Itemize specifically. Do not inflate your figures beyond what you actually expect the cost to be.

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<th>Requested</th>
<th>Recommended By Committee</th>
<th>Recommended By Dean/President</th>
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A. **Wages for Applicant(s):** ______________________________________________________

B. **Equipment:** _______________________________________________________________

C. **Expendable Supplies:** _____________________________________________________

D. **Travel:** _________________________________________________________________

E. **Other Expenses:** ___________________________________________________________

F. **Total:** _________________________________________________________________

10. **Signatures:**

   Principal applicant: __________________________________________________________

   Co-applicants: _______________________________________________________________

   __________________________________________________

   **APPROVED:**

   Committee Rep. Date

   Dean Date

   President Date

   **DISAPPROVED:**

   Committee Rep. Date

   Dean Date

   President Date
II.I.4.a. Faculty Teaching and Scholarly/Creative Activities Committee: Procedures and Forms (Revised April 27, 2001; July 15, 2005)

Submission Information
1. The Faculty Teaching and Scholarly/Creative Activities Committee is responsible for reviewing funding applications for projects which are directly related to the development or assessment of teaching and learning.
2. All full-time faculty members will be eligible to apply.
3. The college encourages both individual and group faculty development projects. A faculty member may submit one individual and one group application as principal applicant.
4. College committees may submit applications for group projects with a member serving as the principal applicant and all other committee members serving as co-applicants.
5. If a member of the committee elects to submit an application for funding, he or she must withdraw from all considerations for allocation of development funds.
6. Six copies of the application must be submitted to the chair of the committee. The applicant’s name and other identifying information should appear on only one of the copies, to allow a blind review procedure.
7. The committee will review applications periodically throughout the academic year. Funds will normally be allocated on the basis of fiscal year.
8. The committee will select applications for recommendation to the Dean until all available funds are allocated.

Selection Criteria
The committee will give priority to:
   a. projects which are likely to help faculty develop skills and knowledge which will directly enhance one or more of the following: classroom teaching, student learning, teaching assessment, assessment of learning
   b. projects which are likely to benefit institutional teaching effectiveness at A&M-Corpus Christi
   c. applications which indicate ways in which what is learned from the project will be shared with other faculty members
   d. administratively and temporally feasible projects
   e. financially efficient projects
   f. applications which are clear and provide all relevant information

Notification
1. The (principal) applicant will be notified in writing by the committee of its recommendation. Only those projects recommended for funding by the committee will be forwarded to the Dean.
2. The Dean’s office will notify the faculty member in writing of the award.
3. The committee may choose to fund projects partially. The principal applicant will be notified in writing of the recommendations for partial funding by the chair of the committee within three days of the selection. If the amount of funding is not acceptable, the principal applicant must respond to the chair in writing within three days, stating any objections and intentions. If no response is
received, it will be assumed that the proposed funding is acceptable to the applicant(s).

Completion of the Project
1. All projects should be completed by their stated termination date unless the faculty member requests permission from the Dean that the project period be extended.
2. A project shall be considered completed when both of the following conditions have been met:
   a. a final written report has been submitted to the FTSCA, within thirty calendar days after the completion date stated in the application, stating to what extent the objectives of the original application have been met
   b. a final accounting of the budget requirements has been filed by the applicants with the committee and the Dean’s office.
II.I.4.b.

Individual Application: _____________

Group Application: _____________

APPLICATION FOR FUNDING
FROM THE FACULTY TEACHING
& SCHOLARLY/CREATIVE ACTIVITIES COMMITTEE

Date:______________

1. Name of Principle Applicant: _____________________________________________

2. Name of Co-Applicant(s):
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________

3. Title or Subject of Proposal: ______________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

4. Proposed Period of Project:
   From:___________ To:_________________

5. Explain how the project will contribute to one or more of the following:
   a) the development of teaching
   b) the development of student learning
   c) the assessment of teaching
   d) the assessment of student learning
6. Describe the proposed project. Include a description of planned activities and the outcomes expected from them.
7. References (if appropriate): _______________________________________________

________________________________________________

________________________________________________

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8. Proposed work schedule: Be specific, including how much time you expect to spend
daily working on the project. Give an approximate completion date.
9. Budget: Itemize specifically. Do not inflate your figures beyond what you actually expect the cost to be.

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10. Signatures:

Principal applicant: ____________________________

Co-applicants: ____________________________

APPROVED: ____________________________

DISAPPROVED: ____________________________

Committee Rep. Date ____________________________

Committee Rep. Date ____________________________

Dean Date ____________________________

Dean Date ____________________________