

UTICA

UNIVERSITY

Office of Academic Affairs

To: All Full-Time Faculty Members

From: Stephanie R. Nesbitt, Provost and Senior Vice President for Academic Affairs (Interim)

Subject: Faculty Development Resources

Active participation in professional development is encouraged for all full-time faculty members, whether new to Utica University or a long-tenured member. Please take a moment to review the various types of support available to you in pursuit of professional development opportunities. Faculty members should always apply for Faculty Development funding for conference participation/presentation through the Faculty Resources Committee as listed below. Faculty members should **not** apply for funding through their school. Faculty accepting development awards are expected to share the fruits of their efforts with the University community. The spirit of collegiality requires no less. This is particularly true for sabbaticals, summer fellowships, and participation in exchanges.

Funds supervised by the Faculty Resource Committee (FRC):

The FRC is responsible for recommending to the Provost and Senior Vice President for Academic Affairs (Provost/SVPAA) the awarding of resources designed for faculty development described below. Awards are recorded in the fiscal year (June 1-May 31) in which the professional development occurs, not necessarily the year that the award is made. It is important to remember that these awards do not “carry over” into a new fiscal year.

All applicants must understand that a committee of peers, who may not be familiar with the subject matter that is being studied, will evaluate your proposal. Therefore, the proposal must be clearly written in language that is accessible to the intelligent layperson. This characteristic cannot be overemphasized. The best proposals are so well written that the committee is usually unanimous in agreeing upon the strength of the proposal even before any discussion has taken place. Applications should include an explanation of how the proposal fits into the faculty member's plan for professional development. This explanation may include evidence of how earlier awards have contributed to this plan. Additionally, a current copy of the faculty member's Summary of Professional Activities must accompany all applications. Use the cover page as a "checklist" and make sure all parts are accounted for before submitting the final version.

Please make every effort to apply for funds as far in advance as possible. Apply at least a month in advance. Applications are competitive and the Committee needs time to review each proposal before recommending an award to the Provost/SVPAA for his consideration. Responses cannot be guaranteed in a certain timeframe. Faculty members may apply for each fund only **once** per academic year.

Using the cover sheet specific to the fund you are applying for, please make sure that you have completed each required step on the applicable cover sheet. Your School Dean's signature is required on all applications for travel (Faculty Leadership Fund, Faculty Professional Travel Fund, Faculty Travel with Students Fund and Crisafulli Fund). Once signed, **please attach your cover sheet and all related materials (including your SoPA) in one combined document** to an email and send it to your school Admin. Once received, your school Admin will **send it to FRC for review.** If you are requesting an advance, a Travel Authorization and Advance form must be signed by your School Dean and submitted to the Provost/SVPAA **before** travel occurs. A Travel Expense Voucher reconciling ALL expenses (to include original receipts), must be submitted to your School office within two weeks of travel end date.

Travel Reimbursement Policy:

Utica University's travel reimbursement policy, including information on allowable expenses, out-of-pocket expenses, and reporting requirements, may be found on Utica's General Accounting webpage or by using this link: <http://www.utica.edu/policies/policies.cfm?id=92>

Faculty Leadership Fund:

Faculty presenting papers, chairing a session, serving as an officer, or serving as a formally invited discussant at a professional conference are encouraged to submit a request for travel expenses through the Faculty Leadership Fund. The award is figured at 85% of the actual, receipted expenses of the trip, up to a maximum of \$1,100 for domestic travel (including Canada) and \$1,800 for international travel, plus the cost of registration.

Faculty Professional Travel Fund:

Faculty attending a professional conference (not presenting) are encouraged to submit a request for travel expenses through the Faculty Professional Travel Fund. The award is figured at 85% of the actual, receipted expenses of the trip, including registration, up to a maximum reimbursement of \$850.

Faculty Travel with Students Fund:

Faculty accompanying students who are presenting papers, chairing a session, serving as an officer, or serving as a formally invited discussant at a professional conference are encouraged to submit a request for travel expenses through the Faculty Travel with Students Fund. The award is figured at 85% of the actual, receipted expenses of a trip, including registration, up to a maximum reimbursement of \$950.

Funding is available for students to travel to professional conferences through the Student Senate. To apply for this funding, students must submit their own application (including a faculty recommendation) to the Office of Student Activities.

Small Grants:

Faculty seeking funds to underwrite the costs of scholarly or artistic activity, and/or to support new research or teaching endeavors, are encouraged to submit a proposal for this award. Up to \$600 is available per grant. Please make every effort to submit requests as early as possible and reconcile expenses in a timely manner. All computer equipment and software purchases must be approved and purchased through the Office of Integrated Information Technology Service (IITS) and will be university-owned. Because tax paid on purchases is not reimbursable, it is suggested that you work with your School office to make purchases through our purchasing system using Utica's tax-exempt status. Receipts are required for reimbursement. Please note that the purchase of gift cards for research participation or otherwise is **not allowed**.

Small Grants to Students:

Students working on scholarly research with or under the direct supervision of faculty, leading to publication or presentation at professional meetings are encouraged to submit for this award. This grant is intended to support requests for equipment, supplies, hardware, software, poster printing, etc. Up to \$250 is available per student or \$400 per group of students. Please make every effort to submit requests as early as possible and reconcile expenses in a timely manner. All computer equipment and software purchases must be approved and purchased through the Office of Integrated Information Technology Service (IITS) and will be university-owned. Because tax paid on purchases is not reimbursable, it is suggested that you work with your School office to make purchases through our purchasing system using Utica's tax-exempt status. Receipts are required for reimbursement. Please note that the purchase of gift cards for research participation or otherwise is **not allowed**.

Summer Fellowships:

Summer fellowships are awards used in support of research, scholarship, and/or creative projects as well as for curriculum and instructional development. The purpose of the latter category is to encourage innovation and improvement in the quality of instruction and curriculum design. Up to six fellowships of \$2,300 each are available to faculty members annually. Applications are reviewed for scholarly merit, probability of completion over the summer, and benefit to both the faculty member's professional development and Utica University.

In addition, the Provost/SVPAA may award additional funding of fellowships using the Clark Summer Fellowship/Research Grant (see below) for exceptional scholarly projects.

An application as outlined on the appropriate cover sheet should be submitted to the FRC through the Office of the Provost/SVPAA by **February 15** for the following summer. Acceptance of a summer fellowship limits summer teaching assignments to one course. A completed Award Assessment/Evaluation Report is required upon return to the University.

Clark Summer Fellowship/Research Grant:

Clark Summer Fellowship/Research Grants may be awarded at the discretion of the Provost/SVPAA. The criteria will be the strength of a submitted summer fellowship proposal (which must be outstanding), any extraordinary expenses associated with the project, the level of past institutional support, and an established track-record of using past institutional resources productively. A Clark Summer Fellowship/Research Grant award will be given only if a worthwhile proposal is received by the Provost Office.

Sabbatical Leave:

The granting of sabbaticals is an important part of academic endeavor and research, can contribute significantly to the professional development of the faculty, and add to the prominence and distinction of the programs of the University. Sabbaticals are available to faculty bargaining unit members for activities of professional value, for example: planned travel, study, formal education, research, writing, creative activity, the acceptance of special assignments or fellowships. In order to free faculty to devote time to such development, the University will provide at least eight (8) sabbaticals annually (to tenured faculty members) should eight (8) or greater of the eligible faculty bargaining unit apply and are qualified for a sabbatical, recommended by the Faculty Resources Committee of the Faculty Senate, and approved by the Provost/SVPAA and President.

Tenured faculty members are eligible to apply for a sabbatical leave every seventh year. Such leave may be for one semester at full pay plus full benefits or for one academic year at half pay and full benefits. ****Please note: Associate Deans are NOT eligible to apply for a sabbatical, even if they will be bargaining unit members at the time of their proposed sabbatical.** A detailed application, as outlined on the appropriate cover sheet, **should be submitted to your school dean by October 1** (for the next academic year) in order to give your dean appropriate time to write their letter of recommendation and submit to the Faculty Resources Committee for review and recommendation to the Provost/SVPAA by the October 20th deadline. Notification of approval for sabbatical shall be made no later than November 15th. If fewer than eight (8) sabbaticals are awarded, faculty may submit an application (or resubmit an amended application), with attached letter of recommendation from your school dean, no later than December 1st. Notification of approval shall be made no later than February 15th.

When service/committee responsibilities such as those on the FAC or PDC require continuity of service during the academic year, a single-semester sabbatical precludes participation for the entire year. It is also expected that sabbatical recipients will return to the University. Recipients of sabbaticals who do not return to the University for at least one full year, shall be obligated to reimburse the University in full for all monies received from the University in support of the leave. As part of the award requirements, a completed Award Assessment/Evaluation cover sheet with full report of sabbatical leave activities, together with any documents or publications, should be submitted upon return to the University.

Mini-Sabbatical:

Tenured bargaining unit faculty members are eligible to apply for a one-half load reduction mini-sabbatical for up to two semesters without affecting their full sabbatical status. The application process and criteria shall be the same as the full sabbatical except that the deadline for the application shall be at the mid-point (the start of the D2 semester) of the semester preceding the affected semester. The University shall provide up to three (3) mini-sabbaticals to tenured faculty bargaining unit members per academic year.

Acknowledging that both tenured and as-yet untenured faculty have professional development needs, the University recognizes that **a mini-sabbatical may be granted to untenured tenure-track faculty in the fourth, fifth, or sixth year of appointment.** Such mini-sabbatical shall consist of a one-half load reduction for up to two semesters at full pay and benefits. In such a case, the benefits, application process and evaluation criteria shall be the same as set forth for tenured faculty members, except that the deadline for application shall be **April 15th** of the preceding academic year. A completed Award Assessment/Evaluation Report is required upon return to the University.

OTHER AWARDS AND ASSISTANCE AVAILABLE:**The Virgil Crisafulli Distinguished Teaching Award:**

In 1975, the University instituted a distinguished teaching award, and because teaching is our first priority, this award has come to be recognized as our highest and finest tribute to a faculty member. The award is funded by the Crisafulli Fund for the Advancement of University Teaching.

A committee of the past two recipients, a faculty member elected by Faculty Senate, the valedictorian, and the Provost/SVPAA reviews nominations of tenured faculty members, written and submitted by faculty members and students, and makes its choice on the basis of proven teaching excellence over a period of at least five years. Each year at Commencement a monetary grant of \$2,000, a lapel pin designed specifically for this award and an inscribed certificate are given to the faculty member, who in the opinion of colleagues and students exemplifies the highest standards of teaching excellence. There is also a \$500 raise in base salary.

International Exchange Programs:

Utica University has established formal agreements to exchange faculty and/or students with the University of Aberystwyth, Wales, UK; University of Strathclyde, Glasgow, Scotland, UK; Abo Akademi University, Turku, Finland; Universidad Peruana de Ciencias Aplicadas, Lima Peru; Jagiellonian University, Krakow, Poland; Loyola University of Andalucia, Cordoba & Seville, Spain and through partnerships with international organizations such as World Learning and IREX. The deadline for all applications is **December 1st**. Selections are made by the Provost/SVPAA and school deans. Please apply through the Office of International Education, White Hall 252, Ext. 3082. Program requirements vary from institution to institution. Consult with the Executive Director of International Education for specifics.

Publications Costs/Reprints:

Within budget limits, the University will contribute up to \$100 for copies of reprints of each article published in recognized scholarly journals. Funds are limited. Other costs associated with publication will be considered for payment, in part or in whole, within budget limits. Requests should be sent to the Provost/SVPAA through your school dean.

Assistance with Grant Applications:

Utica University recognizes the importance of grants to support initiatives that advance the University's mission and educational priorities while maintaining the balance of teaching and scholarship of faculty dedicated to excellent teaching, dialogue with students, and pursuit of scholarly, scientific, and artistic endeavors. A major focus of the Office of Advancement, through the Office of Government, Corporate, and Foundation Relationships (hereafter referred to as the "Grants Office"), is to support faculty and staff who seek external funding for research, educational programs, and special projects. Faculty and staff are encouraged to seek such support.

The Office of Advancement, with the Office of the Provost and Senior Vice President for Academic Affairs and other offices as appropriate, directs and oversees the preparation of grant proposals. The grant officers in the Grants Office within the Office of Advancement work to secure major grants to support institutional priorities. The grant officers cultivate and maintain relationships with foundation, corporate, and governmental sources of support. They provide all pre-award support including assistance with proposal development, review, and submission.

All grant proposals, pre-proposals, applications and letters of intent are subject to Utica University approval and endorsement before they are submitted to government, corporate and foundation funding sources. Faculty and staff should consult with Amy Lindner, Vice President for Advancement, by phone at (315) 792-3355 or email at aklindne@utica.edu well in advance of due dates to ensure thorough and on-time grant applications. Proposals for external funding must be reviewed and approved by the Department Chair, School Dean or Head of Administrative Division, as appropriate, Provost or his/her designee, the Office of Financial Affairs, and the Office of University Grants before submission. Please see the webpage for Corporate, Foundation, and Government Partnerships for more information, here: <https://www.utica.edu/advance/cfg/>.

Release Time:

The University supports faculty efforts to obtain funded release time for research and creative work. So that effective course coverage can be arranged in your absence, please provide as much advanced notice as possible to your school dean.

Other:

Clearly, there are appropriate professional development activities that do not qualify for support from any of the above funds. If you have plans for such activities, please consult your school dean regarding the possibility of assistance to facilitate your plan. The school dean will make a request and recommendation to the Provost/SVPAA for support.

Please note: Funding and eligibility for all resources listed are subject to change. Up to date information can be found on the Faculty Resource website at: <https://www.utica.edu/academic/facultyinfo/frc.cfm>