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Faculty Development minutes 09/27/2012

Faculty Development Committee

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Minutes from meeting on 9/27/2012

Present were: Siobhan, Matt, John, Kristin, Mark, Farah, William, Rita

We reviewed the Guidelines for Time Release Funds as well as the application form. Several suggestions were made and will be incorporated into a new version of the documents.

We discussed what we thought would be some of the questions which would be asked frequently. Rita will send Siobhan a list of what we discussed today for her review. This list will then be sent to John and he will put it into Google docs and send to everyone on the Committee for their review and additions.

We discussed what the format of the proposals should be. Decided that we did not need to include instructions for font size.

Confirmed that the deadline for proposal submission should be 4 pm on November 19 in the Dean's Office. Method of submission whether via paper or electronic is left to the faculty person submitting. The application form will need to be printed and signed.

Discussed what the membership of the Review Subcommittee should be. Mark and Farah are on it but Siobhan would like to have someone else from Humanities. There were many names suggested. Siobhan will pursue this.

We discussed whether or not the proposal criteria should include something about student research. Since OVPR gave us the funds for faculty research, we didn't think that student research should be part of this.

If faculty want help in writing their applications, they can contact the Grants Development Office.

Mark, Farah and Siobahn will answer faculty questions about the program and will share their answers with each other to insure that responses are consistent.

The guidelines, application form and FAQ's will be on the Dean's Office website under Resources. Aren't sure how to get them there. Siobhan will contact the Dean's Office.

Meeting closed—will continue discussion of Time Release Program at the next meeting. William will be the notetaker.

Submitted by Rita Bolluyt

Frequently asked questions:

Can applicants check more than one box?

Yes, but should include the reason for doing so.

Will someone review my initial draft before submission?

The Grants Development Office will review if requested.

If I get a course release, who will teach my class?

This will be determined by the Division Chair. Overload payments to current faculty will not be allowed.

Can I have a single semester leave at the same time?

Yes

If I receive an award this year and it turns out that I can't use it until next year, can I postpone it for a year?

No. You will need to reapply next year.