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## Faculty Development minutes 10/04/2012

Faculty Development Committee

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## Minutes of the Faculty Development Committee

October 4, 2012

Present: Siobhan Bremer (chair), Rita Bolluyt, Matt Fredericks, Farah Gilanshah, Kristin Kearns, Mark Logan, William Straub, and Jon Troe

No members were absent.

Roger W. from the Grants Development Office had previously critiqued our initial document "Guidelines for Faculty Time Release Funds." His suggestions were conveyed by Kristin including removing the dollar amount "(\$5,000, each)" in the third paragraph of our guidelines. The committee discussed removing this and decided to move the dollar amount to the next paragraph, after including a phrase about "the appropriate hiring unit."

Discussion ensued of rewording and editing other paragraphs and lines in the document. Intent was to reorder to clarify to alleviate frustration and/or misunderstanding by the faculty who will be reading and utilizing these guidelines when applying. The question came up as to how to respond if a faculty member wonders if course release time costs more than has been allotted. Our answer in our FAQs could be: "this would need to be determined on a case-by-case basis." A more detailed answer to this question is outside the purview of the FDC. Siobhan will send the edited and corrected "Guidelines for Faculty Time Release Funds" back to Roger in Grants Development to conduct a final review (see below-attached).

All Google docs and email need to be shared with Kristin from Grants Development.

The committee then reviewed and changed verbiage in the proposed frequently asked questions (FAQs) comparing the shared Google document with a similar proposed FAQ document from Grants Development. The committee discussed and edited a print copy that combined the best from both documents. This was followed by a discussion of additional questions which might be added to the FAQs which had not previously been included. A few other questions were suggested and discussed. Please see the updated FAQ document on Google docs. We need to ensure that the guidelines cover the basics that can be covered in greater detail in the FAQs.

Next Monday, October 8, the guidelines and project application forms will be emailed to faculty so they need to be reviewed and approved by the Dean before then. Siobhan will take care of that.

For next week's meeting, we will look at the Faculty Development webpage linked on the governance page. Committee members should be prepared to give suggestions for updating and altering that out of date webpage. We also need to discuss the rubric for making decisions on how to decide who will be awarded the release time.

Meeting adjourned at 1:02 p.m.

**Minutes submitted by William Straub**

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Attachment:

University of Minnesota, Morris  
**Guidelines for Faculty Time Release Funds**  
2012

University of Minnesota, Morris Time Release funding is being made available on a two-year trial period after the Vice President for Research Tim Mulcahy provided funding to the campus in early 2012.

The Time Release Funds are aimed at recognizing the quality faculty research that is being done at UMM and to provide support for tenure-line faculty to dedicate more time to their research.

Five awards will be made available to faculty through a competitive proposal process that will be overseen by the Faculty Development Committee. Each applicant may choose to apply for *either*:

- an award providing a four-credit course release during the academic year,  
*or*
- a \$5,000 summer release time grant (including faculty salary and fringe benefits).

Funds for successful course release requests will be provided to the appropriate hiring unit to hire temporary staff to teach one four-credit course, labs, etc. Proposals require the applicant to work with their colleagues and division chairs to devise and commit to a plan for accommodating the course release without significantly impacting course availability or colleagues' workloads. Overload payments to existing full-time faculty members to cover courses are not allowed. Applications require the signature of the appropriate division chair.

After widespread consultation, the summer release time grant has been included as an option in addition to the course release in order to maintain fairness in light of challenges inherent in filling temporary and part-time teaching positions in some disciplines. Whenever possible, course releases are encouraged.

**Please fill out the application form and submit the following information.**

The application consists of:

1. Description of the research or creative project that will be undertaken (1,500 words or less)
2. Description of how you will use this release to advance your research or creative project. If applying for a course release, discuss how your discipline/division plans to cover the release without significantly impacting course availability or colleagues' workloads. (1,500 words or less)
3. Plan for publication or other product of the project
4. Abbreviated curriculum vita (maximum two pages)

This fund is available to tenured and tenure-track University of Minnesota, Morris faculty members. This is to enable a faculty member to complete a dynamic new or ongoing project or activity.

### **Timing**

Proposals are due on November 19, 2012 at 4 p.m. in the Dean's Office. Course releases from this grant round can be taken Spring 2013, Fall 2013, or Spring 2014 depending on scheduling and course release plan. The summer release time grant will be available for Summer 2013. Please keep in mind that Spring 2013 course releases may be difficult to facilitate given the timing of this program announcement.

### **Criteria**

Criteria of this award include:

- The intellectual/creative significance of the proposed research to the field
- The effect on raising the profile of the department or University or directly engaging the public through the project
- The impact on professional development

### **Next Steps**

Please print the application form and submit with your proposal to the Dean's Office (315 Behmler Hall) no later than 4 p.m. on November 19, 2012. The application form and FAQs can be found on the Academic Affairs' web page under the link for "INDEX of Resources": [http://www.morris.umn.edu/services/acad\\_affairs/](http://www.morris.umn.edu/services/acad_affairs/) For questions, contact Siobhan Bremer at [bremers@morris.umn.edu](mailto:bremers@morris.umn.edu) , Mark Logan at [loganm@morris.umn.edu](mailto:loganm@morris.umn.edu) or Farah Gilanshah at [gilansf@morris.umn.edu](mailto:gilansf@morris.umn.edu).