

# Faculty Development Funds

## Provost Office

### **I. The Faculty Travel Fund**

Faculty travel grants support faculty travel to professional meetings, workshops & professional development. Subject to available funds, the University will provide money (\$2,000) to support faculty travel to professional meetings to enable faculty to present papers, chair sessions, or serve as discussants and/or to provide for professional development of faculty. While, priority is given to those presenting papers, the University encourages faculty travel to professional meetings, even when one is not making a presentation.

Travel for programmatic purposes, e.g. for training session, continuing education, licensure, or programs for credit is not funded through the Faculty Travel Committee. Non-tenured faculty should process requests for such travel through their Dean, who shall have the discretion to allocate or not allocate funding. The Dean may not allocate funds for any travel that falls under the purview of the Faculty Travel Committee.

Application forms and guidelines can be found on the Provost's Office web site at <http://academic.scranton.edu/department/provost> under Faculty Travel Application

### **II. Special Session Faculty Development Grants**

The University makes available several Special Session Faculty Development Grants to promote scholarship and curriculum development efforts by faculty members. The Faculty Development Board encourages scholarship and curriculum development proposals from faculty at all stages of their professional development. The Faculty Development Board (FDB) shall award \$3,000 stipends to successful applicants.

Please note that only scholarship or curriculum development projects will be funded. Ordinarily, the development of a single course will not be funded. Curriculum development projects require support of the department.

Application forms and application guidelines are available on the Provost's Office web site at the Provost's web site at <http://matrix.scranton.edu/academics/provost/index> under Faculty Development.

### **III. The Provost's Faculty Enhancement Awards**

The Provost's Faculty Enhancement Awards are intended to encourage, support, promote and recognize the efforts of faculty who strive for, and achieve, distinction in teaching, scholarship and service, as well as excellence in numerous areas of interest to the University. In January of each year academic deans and department chairs are asked to nominate faculty members for the announced awards. The Provost Advisory Group will assist the Provost and the Associate Provost in making the final determinations. The \$1,500 grant money may be used for books,

equipment, student assistance, and travel for professional purposes, and other expenses related to your work. Awards, and their descriptions, which have been presented in the past include:

- **The Scholarship of Teaching and Learning Award:** This award is designed to recognize the efforts of faculty who strive for excellence in teaching, make extraordinary efforts to enhance student learning and who practice teaching as a form of scholarship.
- **The Scholarly Publication Award:** In light of the University's goal of promoting faculty scholarship, the University is pleased to recognize the special efforts of faculty who strive for, and have attained, distinction in scholarship and creative activity.
- **The University Service and Leadership Award:** This award is designed to recognize the efforts of faculty who strive for excellence in service to the University, the profession and the community and who demonstrate academic leadership by effective mentoring of junior colleagues.
- **The Global Competency Award:** This award is given to a faculty member who has demonstrated noteworthy academic leadership in integrating international issues/perspectives into the curriculum and through whose efforts, students have acquired the competencies, attributes and insights required to meaningfully and successfully participate in an increasingly interdependent world.
- **The Interdisciplinary Award:** This award is given to a faculty member who has demonstrated noteworthy academic leadership in promoting and strengthening cross-disciplinary or interdepartmental teaching and learning endeavors. The award honors a faculty member who has developed creative/innovative interdisciplinary or integrative pedagogies as a means of connecting and enhancing the learning experiences of students. The successful applicant will be a scholar who systematically works across disciplines and departmental boundaries to enable students to confront real world challenges and experience the relatedness of knowledge.
- **The Sustainability Award:** This award recognizes the efforts of faculty who strive for excellence in teaching about sustainability and who make extraordinary efforts to introduce that essential concept into the curriculum. The award is given to a faculty member who is actively engaged in developing, promoting and strengthening curricula that ensure that when students leave the University of Scranton, they will possess the awareness, competence, skills and insights to appreciate and/or advance sustainability in a local and global context.
- **The Diversity in Learning Award:** This award recognizes the efforts of a faculty member whose efforts to integrate diversity in the curriculum have enriched the students' learning experiences. The successful applicant will be able to show that in the course of her/his teaching, s/he incorporates a broad mix of perspectives reflecting the richness of our pluralistic society, including substantial readings about ethnic, racial, class, religious and feminist issues. She or he shall also have a well-developed approach for addressing different learning styles and teaching to cognitive diversity. The award is a special recognition of the faculty member's efforts to ensure that when

students leave the University, they will possess the competence, awareness, skills and insights required for successful participation in our pluralistic society.

- **The Mission and Justice Award:** This award honors a faculty member whose special efforts ensure that students have a keen understanding and appreciation of the realities of the world, including pressing justice issues in a local, national and global context. The award recognizes the efforts of a faculty member dedicated to the service of faith and the promotion of justice, as it relates to his or her teaching (including therein efforts to develop courses and programs and to select texts that address contemporary faith and justice issues). The successful applicant shall be one who continuously, vigorously and increasingly integrates seminal issues of justice into his/her teaching, scholarship and service. The award is a special recognition of the faculty member's efforts to ensure that when students leave the University of Scranton, they will possess the awareness, competence, skills and insights to critically reflect on prevailing social, political, economic and cultural issues and, they will be able and willing to take action on behalf of justice.
- **The Ignatian Teaching Award (Magis Award):** This award is intended to recognize a faculty member who makes specific, sustained, and creative efforts to adapt classic principles of Jesuit Pedagogy in his or her own courses. Because Jesuit Pedagogy emerges from the humanist tradition, all faculty are eligible to be nominated for the award. The principles might be considered in the following categories: The Jesuit Paradigm for Course Design including: context, experience, reflection, action, and evaluation; themes of Jesuit Education including: academic rigor, learning integration, *Eloquentia Perfecta*, discernment, *Cura Personalis*, curricula blending past and present, and social justice; and Favored Strategies including: prelection, frequent reviews, repeated exercise, emulation, competition, *Eloquentia Perfecta*.

Detailed descriptions, criteria and procedures and deadlines are available in January on the Provost's web site at <http://matrix.scranton.edu/academics/provost/index> under Faculty Development.

#### **IV. The Interdisciplinary Faculty Seminar Fund (The Clavius Fund)**

The Interdisciplinary Faculty Seminar Fund (The Clavius Fund) supports the interdisciplinary engagement of faculty as they develop a greater understanding of the relatedness of knowledge by working across disciplines and institutional or departmental borders. The Interdisciplinary Seminar Fund (or Clavius Fund) is designed to promote interdisciplinary engagement and to foster a greater sense of collegiality across departmental lines by creating settings in whereby diverse faculty can explore a topic of mutual interest from divergent perspectives.

Faculty seeking funding for proposals are encouraged to provide a statement describing how their proposed project shall accomplish one or more of the following goals:

- Strengthen cross-disciplinary and inter-departmental collaborations in scholarship, teaching and learning.
- Promote the integration or incorporation of diverse intellectual, social and cultural perspectives into curricula;

- Advance the development and/or implementation of interdisciplinary or integrative pedagogies;
- Foster the development of integrative models of knowledge;
- Facilitate the development of student learning outcomes regarding integrative learning and in assessing integrative teaching approaches.

The Interdisciplinary Faculty Seminar Fund is coordinated by the Provost's Office in conjunction with the Faculty Development Board. Each successful seminar proposal will receive a grant of \$1,500 which may be used to promote campus-wide interdisciplinary engagement.

Detailed descriptions, criteria and procedures and deadlines are posted on the Provost's website <http://matrix.scranton.edu/academics/provost/index> in March under Faculty Development.

#### **V. Marywood/University of Scranton Cooperative Grant**

The purpose of the Cooperative Grant Program is to foster communication and collaboration between/among faculty members of the two institutions. Calls for proposals are normally issued annually in the early spring. This program funds collaborative research, clinical, or service from any discipline area with a focus on the institutions' service mission to the community. Proposals must demonstrate a potential for forging strong relationships and to mutually enhance both schools' academic records and reputations.

Awards will be made in late June and range from \$5,000 to \$10,000. In the past three to five annual awards have been made.

Detailed descriptions, criteria and procedures and deadlines are posted on the Provost's website <http://matrix.scranton.edu/academics/provost/index> in March under Faculty Development.

#### **VI. Decanal Faculty Development Funds**

Faculty can apply for limited professional development funds through their respective deans. Ordinarily, deans use these limited funds to fund emergency or ad hoc requests for professional development that do not normally fall within the parameters, guidelines or timelines of the more routine professional development options. These funds may not be used for purposes covered by the Faculty Travel Fund.

#### **VII. Miscellaneous Opportunities for Professional Growth – Time Reassignment, Leaves, Tuition Remission and Loans**

- **Academic Year Released Time**  
Released time is a reduction in teaching load granted for curriculum development, research projects, or other special projects that are recommended by the Department Chairperson to the appropriate Dean. The Dean makes the final decision. The request should be made at least one year before the academic year in which the released time is to be granted.

- **Sabbatical Leaves**

A sabbatical leave is a release from normal faculty responsibilities for a specified period of time and for a specific academic purpose from which both the faculty member and the University benefit. A sabbatical may be taken for one full academic year or for one regular semester. A faculty member is eligible for sabbatical leave during or after the seventh year of service dating back to initial appointment or a previous sabbatical. (For example, newer faculty are eligible for sabbatical in the seventh year, hence would ordinarily apply in the sixth year of service.)

Please note that availability of a sabbatical leave may depend upon the department's ability to handle the course load during the faculty member's absence.

Normally a faculty member on a one year sabbatical leave receives one half of his/her salary. As of September 1, 2006 a faculty member may request a greater salary supplement up to 70% for a one-year sabbatical. A justification for the request may be made to the Provost/VPAA through the Faculty Research Committee at the time the sabbatical application is filed. (See *The Faculty Handbook* for more information.)

- **Special Chair Support and Compensation**

A department chairperson will receive, upon successful application for a sabbatical leave, two summer research stipends in lieu of summer teaching if said chairperson has served at least two consecutive terms immediately prior to the start of the sabbatical.

- **Leaves of Absence**

A leave of absence is an uncompensated release from teaching for a specific period of time, normally one year. Leaves may be granted to faculty who have been invited to participate in special projects or visiting professorships, or who are completing degree studies elsewhere. Leaves may also be granted for personal emergencies. In all cases, granting a leave is dependent upon the ability of the department to handle the course load during the faculty member's absence. (See *The Faculty Handbook* for more information.)

- **Tuition Remission**

Faculty receive, as part of their benefit package, full-tuition scholarships for any University of Scranton catalog course.

- **Faculty Educational Loan Program**

The Faculty Educational Loan Program is intended to provide assistance for full-time, tenure-track faculty who need assistance with the tuition cost of their doctoral studies. Faculty who wish to apply for such assistance must follow the published procedures for making application to this program, and complete the corollary loan application and promissory note, both of which are available in the Payroll Office. The guidelines and procedures of this policy are listed under the Academic Policy Handbook on the Provost's web site at <http://academic.scranton.edu/department/provost>.

**Office of Research Services (ORS)**

## **VIII. Internal Research Grants**

The University offers faculty the opportunity to obtain research funding through various Internal Research Grants. These grants are intended to assist faculty with meeting expenses related to their scholarly research with the exception of travel to professional meetings and payment of faculty salary. Of particular interest are proposals that have the potential for securing future extramural funding. Expenses related to scholarly research (excluding the faculty member's salary and travel to professional meetings) are eligible for funding up to \$2,000 for an individual proposal or \$3,000 for a collaborative project. Please visit the Office of Research Services website at: <http://academic.scranton.edu/departments/ors/default>

## **IX. Faculty Grant Writing Support**

To promote faculty scholarship, the University, through the Office of Research Services (ORS) provides support for faculty in securing extramural funding for research activities, including assistance in the grant writing process. ORS also provides limited financial support for faculty engaged in grant writing. ORS helps faculty identify funding sources and provides assistance with proposal development, writing, budget preparation as well as support during the submission, review and approval process. Throughout the year, ORS presents various workshops, including workshops for new faculty, on grant-writing skills and other research-related topics.

Further information about the ORS grant-writing workshops can be accessed at <http://academic.scranton.edu/departments/ors/default>

## **X. Presidents Fellowship for Summer Research**

Rev. Scott R. Pilarz, S.J., president of The University of Scranton, has announced that the University will offer six undergraduate students summer research grant awards. The Office of Research Services will administer the program. The \$3,000 stipends are offered to provide students with the opportunity to engage in a research project with a full-time faculty mentor during a ten-week period. In addition to the \$3,000 student award, \$500 will be allocated for materials or student travel. Student awardees will have a residence hall bed assigned free of charge during the research period. Also, a \$1,000 honorarium will be awarded to each faculty mentor.

Undergraduate students who will continue full-time undergraduate study at The University of Scranton are eligible for a summer research stipend. Given that the proposals are of the same quality preference will be given to those candidates who have not received this award previously.

Students must have a minimum GPA of 3.00 at the time of proposal submission and at least a B+ in the student's major. (Students who do not meet the criteria may also be considered for an award on the recommendation of their faculty mentor.) To receive the award, students must be free of academic and disciplinary restrictions at the end of the Spring semester.

Application forms and guidelines are available on the ORS web site at <http://academic.scranton.edu/departments/ors/default>

## **XI. Faculty Grant Recognition**

The Office of Research Services (ORS) is pleased to announce that the Provost has provided funding for an award program for full-time faculty members to provide incentives and recognition for the very time consuming job of writing grant requests submitted for external funding – plus an additional award for when (if) the grant or contract is received.

This program applies to grants or contracts submitted to any external funding source, including federal, state or local government agencies; professional organizations; institutes; foundations or corporations – submitted through ORS or the Office of Corporate and Foundation Relations. Only grants or contracts in which The University of Scranton is the recipient and administrator of the funds are eligible for this program; fellowships are not eligible.

Funds may be used for any expenses related to the faculty member's research or scholarly pursuits. Some possible use of funds include, but are not limited to: laboratory or office equipment or supplies, computer peripherals or software, PDAs, travel (research, conference, or student), student research assistance, books, journal subscriptions, manuscript or poster preparation, journal article reprints.

Use of funds is not restricted to the grant-funded project, but may be requested to cover any research or scholarly activity expense. Please direct any questions to ORS if you are unsure if your expense qualifies. Funds may not be used for faculty salary or stipend.

Application forms and guidelines are available on the ORS web site at <http://academic.scranton.edu/department/ors/default>

## **Center for Teaching and Learning Excellence (CTLE)**

### **XII. Teaching Enhancement Grants**

Grants of up to \$1,500 are available to full-time faculty interested in enhancing their teaching skills. The grants can be used for a variety of pedagogical purposes such as purchasing teaching materials, attending a conference to improve teaching, sponsoring a workshop for faculty on campus, redesigning a course, and creating an interdisciplinary course. Funding is prioritized to support classroom teaching pedagogy.

Teaching materials/equipment purchased with grant funding reside in the faculty member's department. Successful applicants will be asked to do a workshop for the CTLE in the future.

Application materials and guidelines can be found on the Center for Teaching and Learning Excellence (CTLE) web site at [www.scranton.edu/CTLE](http://www.scranton.edu/CTLE).

### **XIII. Web-based Course Development**

Funds are available to assist full-time faculty who are interested in obtaining funding to assist with the initial development of web-based courses created in the Angel Course Management

System. Priority will be given to proposals that incorporate multimedia resources. Awards are in the amount of \$1,000 per course credit (\$3,000 maximum).

Faculty will receive payment after the course is online and the course syllabus has been submitted to the Dean of the Library & Information Fluency.

Application materials and guidelines can be found on the Center for Teaching and Learning Excellence (CTLE) web site at [www.scranton.edu/CTLE](http://www.scranton.edu/CTLE).

## **ORS and CTLE**

### **XIV. First Year Faculty Program**

A series of eight (8) sessions are co-sponsored by ORS and CTLE with the goals of establishing network and community among 1<sup>st</sup> year faculty, strong departmental connection for research/scholarship/teaching support, and a foundation for success in research, scholarship, teaching, publication, and grantsmanship. New faculty members each receive a mentor, usually from their own department. The First Year faculty members and their mentors each receive \$300 which may be used to for expenses related to scholarly work or travel.

Application forms and guidelines are available on the ORS web site at <http://academic.scranton.edu/department/ors/default>

## **Library**

### **XVI. Information Literacy Stipend**

The Weinberg Memorial Library offers five stipends of \$1,000.00 to faculty interested in working with Reference Librarians on integrating information literacy outcomes into their courses. The stipends will be to develop information literacy skills for students. The Association of College and Research Libraries (ACRL) Competency Standards will be used as a guide to help faculty integrate information literacy into their courses.

More information about applications and guidelines will be posted on the Libraries Website <http://academic.scranton.edu/department/wml/infolit-stipends2005-06.html>