

Adjunct and Part-Time Faculty Professional Development Fund Guidelines: 6/2013-6/2014

Adjunct and part-time faculty members are welcome and encouraged to attend campus-based professional development activities. In addition, the Dean of Faculty, with the Faculty Senate, invites applications from adjunct faculty for professional development funds. The intent is to help fund external activities that help adjunct faculty enhance course content or improve the quality of instruction. Funds are awarded on a competitive base.

Application Deadline

Applications for up to \$250 are accepted and awarded until the year's funds are depleted.

Grant Period

A total of \$1,500 is available for the July 2013 to June 2014.

Eligibility

To be eligible, an adjunct or part-time faculty member must have completed at least three semesters of teaching at Goodwin College and must be in good standing with the department.

Funding

An adjunct or part-time faculty member may be awarded up to \$250. Expenses will be reimbursed, and receipts for approved expenses must be submitted no later than one month after expenses have been incurred. In the case of unused funds, the Adjunct Faculty Committee may provide a second award for incurred expenses that were not previously reimbursed.

- Funding may be used for:
 - Travel (at the most economical rates) and/or fees for attending a conference, seminar, workshop or professional meeting related to the adjunct faculty members field of study or related to the development of teaching excellence (e.g., The New England Assessment Network Fall Forum, The Teaching Professor Conference). Ideally, faculty should be active participants at conferences, workshops, and other professional meetings, not just attendees.
- Funds do not support salaries, stipends, professional association membership, printing or administrative costs.
- Travel by automobile will be reimbursed by mileage (not gas receipts).

Application Guidelines

Proposals should be brief (1 page) and should include:

- 1. Contact information, teaching area and Department Chair approval**
- 2. Description of activity and explanation of how the activity will contribute to your course(s)**
- 3. Timeline (must take place in the future)**
- 4. Itemized expense budget (e.g., purchase order or reimbursement)**

5. Statement indicating your willingness to share information from the activity with the college community (e.g., department curriculum meeting, faculty senate meeting, etc.).

6. Please attach relevant, supplemental information.

Proposal should be submitted to Henriette Pranger, Dean of Faculty, hpranger@goodwin.edu. She will work with the Adjunct Faculty Committee Chair and Faculty Senate Chair to complete the application review and award process.

Criteria and Considerations

Projects that most clearly contribute to the curriculum and teaching excellence will be given priority. The Adjunct Faculty Committee and the Chair of Faculty Senate will review and approve requests once a month (as needed). The Dean of Faculty will inform the adjunct faculty member (and his/her Department Chair) as to the review results. The Dean’s Office will assist with the completion of related paperwork.

Calendar

August 1 October 1 December 1 February 1 April 1	Committee reviews proposals and makes awards
Two weeks later	Final approval Dean of Faculty and AVP/VP Academic Affairs
Date June 2014	Approved projects concluded. Final reports to due Faculty Senate by the Adjunct Committee Chair and the Dean of Faculty provides a summary report to Cabinet.

Proposal Scoring Rubric

Area	0	1	2
<i>Description</i>	Not included	Unclear	Clear
<i>Timeline</i>	Not included	Does not sound like enough time	Realistic
<i>Budget</i>	Not included	Cost estimate is realistic but not justified (no documentation)	Cost estimate is realistic and justified
<i>Community Contribution</i>	Not included	Proposed activity is important but not clearly related to the applicant’s field and department	Proposed activity is important and clearly related to the applicant’s field and department

Total score (out of 8) = _____

Minimum of 4, maximum of 8

To be funded, all the four components must earn at least 1 (total 4).