

Faculty Development Award

The purpose of the Faculty Development Award is to encourage the active engagement of our students outside the classroom, to increase teaching effectiveness, provide professional development, enhance/develop research productivity, and benefit student learning. By providing financial resources, we are hoping faculty, department chairs, and academic advisors will be encouraged to develop creative ways to connect with our students.

Faculty Development Awards will be in two categories: student engagement and program enrichment. *Those eligible for funding are full-time faculty, full-time lecturers, academic advisors, and academic department/division chairs.*

The amounts available for those awards are as follows:

- Student Engagement: Maximum-\$10,000.00 (Offered quarterly)
- Program Enrichment: Maximum-\$10,000.00 (Based upon availability of funding and offered once per year-February 15)

Faculty Development Awards for student engagement should be used to support events or activities that bring faculty, academic advisors, and students together in a manner that expands traditional roles and experiences. Projects need to be open to all students. The events will need to be scheduled to allow enough time to advertise the program to students. The award cannot be used to reimburse for expenses incurred prior to an award being made, pay salaries/stipends for faculty member or academic advisor, or distribute cash awards.

- Awarded based on innovative ideas for improving the teaching and learning environment at Chicago State University.
- Money awarded will be transferred to the department of the awardee.

Faculty Development Awards for program enrichment are offered once per year (February 15, after all other grants have been awarded and based upon availability of funds.) Faculty Development Awards for program enrichment must meet one of the following requirements:

- Increase teaching effectiveness
- Provide professional development
- Enhance/develop research productivity
- Benefit student learning

It can be used:

- To purchase equipment/software
- To bring in an outside consultant for program review
- For travel to:
 - A conference
 - Conduct research

Money awarded will be transferred to the department of the awardee

Please note that expenses not originally included as part of the application or overages in cost of travel or conference expense will not be reimbursed by the CTRE.

Application Process

The Faculty Development Award—Student Engagement:

All applicants are required to complete the application cover page and create a proposal that addresses the description of the proposed project and an itemized budget.

Applications are due by 5:00 P.M. on July 1, September 1, December 15, and February 15. Applications should be delivered to the CTRE in Library Room 318 or via email in PDF format to ctre@csu.edu.

The Faculty Development Award—Program Enrichment:

All applicants are required to complete the application cover page and create a proposal that addresses the description of the proposed project and an itemized budget.

Applications are due by 5:00 P.M. once per year on February 15. Applications should be delivered to the CTRE in Library Room 318 or via email in PDF format to ctre@csu.edu.

Review Process

Staff members of the CTRE will review *Faculty Development Award—Student Engagement* applications for completeness. The applications will then be sent to the CTRE (faculty)-Advisory Board for a blind review to evaluate and rank the applications received. The proposal will be evaluated on the following criteria:

- Level of engagement with students
- Impact on campus community and/or students involved
- Feasibility of project
- Approval of legal and purchasing, as needed (e.g. insurance, state purchasing policies, etc.)

Staff members of the CTRE will review *Faculty Development Award—Program Enrichment* applications for completeness. The applications will then be sent to the CTRE (faculty)-Advisory Board for a blind review to evaluate and rank the applications received. The proposal must meet one of the following requirements:

- Increase teaching effectiveness
- Provide professional development
- Enhance/develop research productivity
- Benefit student learning

Requirements of Faculty Development Award—Student Engagement

- Recipients will be required to make necessary arrangements for the event, but will receive support from the CTRE for the transfer of funds for purchases and other necessary university paperwork.
- The recipients are required to submit a follow-up report that details the outcomes of the events, including a summary of student feedback. This report is due within fifteen (15) days of the completed activity. Failure to submit this report will result in being ineligible for future awards.
- In addition, recipients will be asked to share with the campus community their experience through a CTRE sponsored event and the annual Provost's Colloquium.

Requirements of Faculty Development Award—Program Enrichment

- Recipients will be required to submit a proposed budget

- The recipients are required to submit a follow-up report that details the outcomes of the event, etc. This report is due within thirty (30) days of the completed event, activity. Failure to submit this report will result in being ineligible for future awards.
- In addition, recipients will be asked to share with the campus community their experience through a CTRE sponsored event and the annual Provost's Colloquium.

Late applications may be considered during the next review process.

Preference is given to those who have not recently received an award from the CTRE. Awardees will be notified by the Director of funds awarded.

Requirements of Faculty Development Award Recipients

Recipients must meet with the Office Administrator or Director of the CTRE to review the necessary paperwork. If the necessary paperwork is not received by the deadlines as stated in this description, the money will be reallocated to other individuals or move to the next review process.

Appeal Process

Applicants not receiving a Faculty Development Seed Grant may submit an appeal in writing to the Director. If the applicant is not satisfied with the decision of the Director, they may submit an appeal in writing to the CTRE-Advisory Board. If an applicant is not satisfied with the decision of the CTRE-Advisory Board, a written appeal may be submitted to the Dean of Library and Instruction Services. Decision of the Dean of Library and Instruction Services is final.

Open Access Publishing Fund

The Chicago State University Center for Teaching and Research Excellence Open Access Publishing Fund seeks to advance the use of open access as a means of distributing the research and creative work of the Chicago State University community by providing financial support to cover the fees charged for open access publication. To learn more about this funding opportunity, refer to the CTRE website's Grants page under "Open Access Publishing Fund."

Further Information

All grant applicants – whether first-time or otherwise – are encouraged to contact the CTRE Director and/or Administrative Assistant with questions or requests for additional information on the grant application process.

Questions regarding the grant application process must be submitted in writing/email to the Director of the CTRE and/or the CTRE Administrative Assistant.

CTRE Faculty Development Award Application Cover Page

General Information

Applicant Name(s): _____

Please Check One:

Full-time Faculty Full-time Lecturer Academic Advisor Department Chair

Terminal Contract: Yes No Contract Expiration Date: _____

Department: _____

Email: _____ Phone: _____

Office Location: _____ CSU ID#: _____

Department Account # (for transfer of funds): _____

Have you been awarded a Faculty Development Award in the past? Yes No

If so, in what year was your most recent award from the CTRE? _____

Proposal Information

Title of Activity/Proposal: _____

Please check one:

Student Engagement Program Enrichment

Total Funds requested in proposal (please note limits in RFP): \$ _____ USD

Proposal Document

Attach a one-page document that addresses the following information.

- Describe why you are requesting funds and how they will be used. Include in the description how the funding will engage students at Chicago State University or enrich the program/department.
- Provide a breakdown of the proposed expenses. Clearly identify what items are being requested through the award. You may also attach supporting documents as needed (e.g. specification sheets for equipment, quotes for services, etc.)

Signatures (all required)

_____ Signature of Applicant	_____ Date
_____ Signature of Department Chair (for acceptance of funds)	_____ Date

_____ Signature of Applicant	_____ Date
_____ Signature of Dean	_____ Date

Faculty Development Award applications are due by 5:00 P.M. on July 1, September 1, December 15, and February 15. All documentation must be received by the deadlines listed, either in person to the CTRE (Library 318) or via email as a PDF to ctre@csu.edu.