

Faculty Development Award for Student / Program Enrichment

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.

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 must be submitted as a PDF to ctre@csu.edu. Supporting documentation, including travel authorization paperwork with signatures, must be hand-delivered to the CTRE Director in LIB 441.

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.

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 Award 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.

CTRE Grant Training

All grant applicants are highly encouraged to attend a CTRE Grant Training Workshop (whether first-time applicant or not) prior to submitting an application. Any application received without the applicant attending the training will be denied. Consult the CTRE website at www.csu.edu/ctre/grants for information on times, dates, and locations of these training sessions.

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

