

**DATE:** February 21, 2007  
**TO:** Howard Community College Faculty  
**FROM:** Stephen Horvath, Associate Vice President of Academic Affairs  
**RE:** Faculty Development Grants (including Summer Grants and Adjunct Development Grants)

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In support of its commitment to improve the quality of instruction, Howard Community College will make available a limited number of faculty development grants that will be awarded on a competitive basis.

Please consult closely with your division chair as you prepare your grant proposal. The recommendation of your division is the first step in the grant approval process.

This document includes information related to the following topics:

- ▶ Faculty Development Grant Priorities
- ▶ Guidelines for Submitting Proposals
- ▶ Procedures and Timetable for Summer Grants for Full-Time Faculty (Including Summer Academic Advising)
- ▶ Procedures and Timetable for Adjunct Faculty Development Grants

## **Faculty Development Grant Priorities**

Priority will be given to projects which:

- ▶ Address immediate strategic priorities. Current strategic priorities include:
  - The Book Connection
  - Environmental Sustainability Across the Curriculum
  - Ethics Across the Curriculum
  - The First Year Experience
  - Information Literacy
  - Internationalizing the Curriculum
  - Math Across the Curriculum
  - Service Learning
  - WebCT Master Course Template
- ▶ Incorporate course-related activities and objectives that lead to improved writing, information literacy, academic honesty, and higher-order thinking skills.
- ▶ Involve course-related active, collaborative or applied learning activities.
- ▶ Involve student learning assessment aimed at curricular change.
- ▶ Apply technology to improve learning outcomes.
- ▶ Address divisional needs as identified by the division chair and division faculty.

- ▶ Involve professional development such as:
  - Conferences
  - Intensive training workshops
  - Re-certification

### **Guidelines for Submitting Proposals**

Because proposals will be reviewed on a competitive basis for funding, proposals that thoroughly detail the intended purpose of the project, the necessary resources and steps involved in completing the project, and methodology that will be utilized to determine if the outcome of the project was effective stand the best chance for consideration.

- ▶ All proposals must be "outcome oriented"; that is,
  - There must be a product that specifically fulfills the intent of the project.
  - The skill and/or materials developed will be directly implemented during the next applicable semester.
- ▶ The write-up of the project must be comprehensive including supporting materials developed and a project abstract.

While multiple proposals may be submitted by an individual, the total amount of grant money awarded to any individual is not to exceed the maximum amount of \$1,950.

All questions regarding applications for summer grants should be addressed to your division chair.

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| <b>Procedures and Timetable for Summer Grants for Full-Time Faculty</b> |
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| (If a deadline falls on a weekend or holiday, the due date will be the next business day.) |
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#### *Proposal Submission*

- ▶ All proposals must be submitted to your division chair by March 15 on the Faculty Development Grant Proposal Form. Please attach additional documentation that would be relevant. It is recommended that you share an initial draft of your proposal with your division chair by March 1.
- ▶ If the proposal involves work on a new course, that new course must receive the prior approval the division chair and the VPAA.
- ▶ Faculty who would like to work as academic advisors need not complete a summer grant application. Those wishing to advise should contact Julie Knox-Brown directly by April 1. Faculty will be notified of advising schedules by early May. Advisors will be paid \$22 per hour.

#### *Proposal Review*

- ▶ With the recommendation of the division chair, proposals will be reviewed by the VPAA staff.
- ▶ Faculty will be notified by their division chair regarding the acceptance, rejection, or request for revision for each proposal.

### *Project Funding and Review*

- ▶ A grant contract will be issued for the amounts approved. Once signed, the process for payment will be initiated. Grant money awarded will be disbursed as follows: 50% prior to beginning the project and 50% upon completion and review (usually September 30 payday).
- ▶ All approved faculty development “Summer Grant” projects must be completed and submitted in final form to your division chair and to the associate vice president of academic affairs by August 20.
- ▶ If the project was not completed in the manner detailed in the grant proposal, the 50% advance must be refunded by the faculty who have received the grant funding.

## **Procedures and Timetable for Adjunct Faculty Development Grants**

### *Proposal Submission*

- ▶ With the recommendation of the division chair, Adjunct Faculty Development Grants will be accepted for review on an ongoing basis—there are no specific deadlines for the submission or consideration of proposals. All proposals must be submitted to your division chair on the Faculty Development Grant Proposal Form. Please attach additional documentation that would be relevant.
- ▶ If the proposal involves work on a new course, that new course must receive the prior approval of the division chair and the VPAA.

### *Proposal Review*

- ▶ With the recommendation of the division chair, proposals will be reviewed by the VPAA staff.
- ▶ Faculty will be notified by their division chair regarding the acceptance, rejection, or request for revision for each proposal.

### *Project Funding and Review*

- ▶ A grant contract will be issued for the amounts approved. Once signed, the process for payment will be initiated. Grant money awarded will be disbursed as follows: 50% prior to beginning the project and 50% upon completion and review.
- ▶ All approved faculty development grant projects must be completed and submitted in final form to your division chair and to the associate vice president of academic affairs by the date indicated on the contract.
- ▶ If the project was not completed in the manner detailed in the grant proposal, the 50% advance must be refunded by the faculty who have received the grant funding.