

## *History of the Construction of the UCBA Faculty Development Funds Committee*

In March 2014, the UC faculty who are voting members of the AAUP approved the 2013-2016 Collective Bargaining Agreement, and the UC Board of Trustees approved it as well. Article 24 of this contract changed the way faculty development funds are to be awarded. Each college must construct its own committee to award the types of development opportunities listed above, or to assign those duties to an already-established committee if it seems logical.

In April 2014, the Executive Committee decided that the best path for UCBA would be to generate an ad hoc subcommittee (under the auspices of the Executive Committee) whose sole purpose was to focus on faculty development funds. The Executive Committee took this stance for the following reasons: 1) UCBA has a Faculty Development Committee that is tasked with creating, hosting, and tracking faculty development workshops and seminars, overseeing multiple learning communities, and managing the nominations and selections of faculty and staff awards, including the UCBA Scholars program, all of which is an extensive amount of work in a given academic year; 2) An ad hoc subcommittee can be disbanded easily if the next collective bargaining agreement does not include this level of college input in faculty development funds, whereas a new standing committee within our governance structure would not only take a minimum of 2 months to create (with the necessary process of Robert's Rules for the presentation and voting of the by-laws), but also would require that level of faculty involvement for elimination of the committee; and 3) Only the Executive Committee has the right to construct a committee for which all-faculty elections must occur to get its membership, as indicated in our by-laws. Additional restrictions for this committee included requiring that no more than 1 elected individual per department could serve at a time, nor could there be more than 1 appointed individual per department (thus, no more than 2 members from the same department can serve on the committee at one time), and both the elected and appointed members would serve a 2-year stint, with the option of staggering terms if it is determined that the committee will continue past the 2013-2016 collective bargaining agreement.

Article 24.2 stipulates that “[e]ach Committee shall be composed of an equal number of administrators or other persons appointed by the Dean and Faculty Members elected by the Faculty Members of the College.” The Executive Committee decided that an appropriate number of committee members would be eight; thus, in late April 2014 the UCBA faculty elected four faculty members to the committee: Sarah Cummins-Sebree, Brenda Refaei, Heather Wilkins, and Jeanie Wolf. Dean Short-Thompson made her selections in mid May 2014; these four additional members were Ruth Benander, Joseph Gallagher, Margo Lambert, and John Wolfer. Marc Watson, Director of the UCBA Business Affairs and Human Resources Office, was selected to serve as a non-voting advisor to the committee, as his knowledge and oversight

of the funds is crucial to the success of this system. Once the committee membership was set, Sarah Cummins-Sebree called the first meeting for June 23<sup>rd</sup>, 2014.

#### *Work Accomplished During Summer 2014*

The Faculty Development Funds Committee met throughout the summer to meet a number of goals, including developing a set of deadlines for application submissions, constructing a set of criteria for evaluating applications and determining funding approval, building a rubric for systematic evaluation that could also serve as a guide for faculty interested in submitting a fundable application, and obtaining a Blackboard site for faculty to use to submit their proposals. The committee also worked to develop an FAQ document and list of “red flags” to help faculty determine if their proposals would be appropriate for the college-level funding structure and to create website space on the UCBA Learning and Teaching Center page to house these informational documents.

The set of criteria for each of the three funding opportunities, along with the recommended information to be included in a proposal, are provided in the documents in Appendix A. The criteria for determining the fundability of a proposal include the goals of the development opportunity, the background information detailing the importance of the opportunity, information as to how this opportunity contributes to the discipline and to one’s teaching, and how the opportunity relates to the UCBA mission/vision. The information to be included in a proposal includes a description of the project that includes those criteria, as well as a letter representing approval of the faculty member’s department/unit (whether from the unit head or a subcommittee created at the unit-level, as the committee decided each department/unit should decide which format they preferred).

The committee determined the application deadlines based on the timing of most SoTL-related conferences (i.e. those conferences most likely to be attended by UCBA faculty), which tend to be in October/November and March/April. Thus, the deadlines selected were September 2, 2014; February 2, 2015; August 3, 2015; and February 1, 2016. These dates are to allow for Fall and Spring Semester submissions so that the committee can make its funding recommendations in time to accommodate the 6-month application-of-funds rule (Article 24.3.1.A-C). The committee also decided that if there are funds still available after the approval of proposals following the February submissions, a “last chance” call will be sent to faculty late in Spring Semester concerning an additional funding round so that funds can be used in their entirety before June 30<sup>th</sup> of 2015 and 2016.