UCBA Faculty Development Funds

2017-18

Name:

Department:

Award Request: (Circle one) Equipment Discipline Specific Disciplinary/Extra-Disciplinary

Funding amount:

Project Title:

**The following items are attached:**

\_\_\_\_\_\_ Description of Project to include:

* Goals
* Background or previous work/preparation
* budget template
* tenure status
* academic rank
* dates, amounts of previous awards and copy of final report (if applicable)
* Outcomes to include contributions to discipline, teaching and UCBA Mission/Vision

\_\_\_\_\_\_ Completed by due date

\_\_\_\_\_\_ Unit head and Study Abroad Committee Chair (if applicable) approval

## UCBA Faculty Development Funds Hardware, Software and Other Supporting Materials for Professional Development

#### Description

This award provides funding for hardware and/or software purchases or other supporting materials which support a Faculty Member’s professional development for amounts of $500 or less. Applications in this area must come to the College with prior approval from the applicant’s academic unit. There is a maximum of one (1) funded application per Faculty Member per academic year under this area. . A second application in the same year will not be considered.

#### Eligibility

All full-time bargaining unit UCBA faculty, including annual represented adjuncts, clinical-track faculty, and educators, are eligible to apply for these Faculty Development Funds. **Only completed applications and activities within the specified funding dates will be considered.**

#### Proposal

1. Description of Project
	1. Goals
	2. Background or Previous work/preparation
	3. Budget (see template)
	4. Tenure status, academic rank, dates and amounts of previous awards (if applicable)
	5. Outcomes, which may include:
		1. Contribution to the college/Significance in discipline
		2. Relation to Faculty Member’s teaching
		3. Relation to UCBA Mission/Vision
2. Indication of Unit Level Approval (template below or individual letter)

#### Final Report

As noted in the original request for proposals, awardees must submit a final report to the Faculty Development Funds Ad Hoc Committee explaining the results or outcomes of the project within 30 days of its completion. The report should contain the following components:

* A brief outline of the project (two or three sentences)
* A description of the original proposal's intended goals
* An explanation of any changes to those goals found to be necessary during the project
* The outcomes of the project (to be posted on the Learning and Teaching Center website)
* An account of how the project benefited the faculty member
* An indication of any unspent funds that may be reallocated by the committee

Because of new auditing procedures for the University, business offices are now required to provide more extensive documentation of expenses of all kinds, including Faculty Development awards. Be aware that the business office will need detailed documentation of expenses and receipts for Faculty Development awards. Please develop a single report for both purposes, with receipts to accompany the copy of the report that goes to the business office and only the report will go to the funding committee.

Please keep in mind that the award of funds for the project as proposed is viewed as a contract between the faculty member(s) and the funding committee. Any deviation from the proposed use of funds should be approved at the unit level first.

Reports are submitted through the UCBA Learning and Teaching Center website where the proposal was originally submitted, through the Reports on Awards section of that organization.

# Budget Template

Project period From To

Projected Budget

|  |  |
| --- | --- |
| **Category** | **Amount** |
| Materials and supplies (please specify) |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Amount Requested |  |

# Template for Unit Level Approval

### Date

Dear Funding Committee:

Please accept this letter as indication that this application for [indicate project here] has been approved at the unit level.

Typed name of unit level designee for approval

Signature of unit level designee for approval

**Rubric for $500 Hardware/Software Award Assessment**

**Candidate’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rubric Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_Proposal not considered: incomplete application not within the funding timeframe** **2nd application in 1 year for same award**

**(circle appropriate reason)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria / Rating | -2 | -1 | 0 | 1 | 2 |
| Previous funding | Received last year | Received two years ago |  |  |  |
| Tenure status |  |  | Tenured, annual represented adjuncts, clinical track faculty, and educators | Untenured, tenure-track |  |
| Goals |  |  | Missing/Unclear | The goals for the project are appropriate for the nature of the materials. | Clear description of how the equipment will help with professional activities and/or teaching. |
| Background |  |  | Missing/Unclear | Clear description of materials requested,**AND**Clear explanation of relevance of the materials. | Minimum requirements met. In addition, evidence is provided that cost, quality and features have been compared.**AND**Clear explanation of background in using the materials, **OR** clear explanation of why a lack of background is appropriate in this case. |
| Budget |  |  | Missing/Unclear | Budget is included, with details **AND**  demonstrates need. | Budget meets minimum requirement**AND**Includes specific sources of expected costs, demonstrating research into costs. |
| Outcomes: Contribution to Discipline |  |  | Missing/Unclear | Clear explanation of contribution to discipline with examples,**OR**Clear description how the candidate will share knowledge of how to use the hardware of software with others. | Clear explanation of contribution to discipline with examples,**AND**Clear description of how the candidate will share knowledge of how to use the hardware and/or software with others. |
| Outcomes: Contribution to Professional Development |  |  | Missing/Unclear | Clear explanation of contribution to professional development with examples,**OR**Clear description of how the candidate will share knowledge of how to use the hardware or software with others. | Clear explanation of contribution to professional development with examples,**AND**Clear description of how the candidate will share knowledge of how to use the hardware and/or software with others. |