

FACULTY DEVELOPMENT SUPPORT GUIDELINES

The overarching goal of the comprehensive faculty development program at Norfolk State University is to provide diverse forms of financial support that will enable the faculty to meet their professional needs and pursue their professional interests.

For additional information, please refer to 30.026 Faculty Development Policy. This document addresses the guidelines for applying for conference/workshop attendance support, new faculty release time support, doctoral tuition assistance, and summer research support.

If you have questions or concerns, please contact the Office of Faculty Development at facdev@nsu.edu.

1. CONFERENCE /WORKSHOP ATTENDANCE

PURPOSE

Conference attendance assistance is offered to defray travel costs of faculty attending a conference, presenting scholarly papers, chairing or responding to sessions, or presenting creative work at professional meetings in a faculty member's discipline or at meetings related to the scholarship of teaching.

ELIGIBILITY CRITERIA

Applicant must be a full-time faculty member.

Applicant must agree to submit travel report and travel reimbursement paperwork within five days of completed travel

Applicant presenting at a conference will receive highest priority for funding

APPLICATION PROCESS

Applicant submits a **fully executed application** to the Office of Faculty Development at least **FOUR WEEKS** prior to the travel. All submissions must be typed. Handwritten material or an incomplete application will be returned to the submitter unprocessed.

Applicant awaits notification of funding status from the Office of the Provost and Vice President for Academic Affairs.

EVALUATION CRITERIA

An application will be assessed based on the degree to which the proposal supports the spirit of the University's Strategic Plan and Title III Faculty Development objectives.

Report on Travel

Upon return, applicant will complete a Report on Travel. Please click the link to access a copy of the Title III Report on Travel Form.

2. NEW FACULTY RELEASE TIME SUPPORT

PURPOSE

The new faculty release time support—a 25 percent reduction in teaching load—is provided to help new faculty members meet their teaching and research goals by giving them a reduction in teaching load during the academic year so they can devote concentrated time and effort to a specific project.

ELIGIBILITY CRITERIA

Applicant must be a recently appointed full-time faculty member and is recommended by his or her academic dean prior to submission of the Faculty Development Form.

Applicant must agree to submit a progress report each semester that details the project completed and other program results to the Office of Faculty Development no later than the last day of class for the academic term.

APPLICATION PROCESS

Applicant responds to each of the categories enumerated on the Format for New Faculty Release Time Proposal (see below).

Applicant submits a fully executed application to the Office of Faculty Development at least FOUR weeks prior to the start of the semester. All submissions must be typed. Handwritten material or an incomplete application will be returned to the submitter unprocessed.

Applicant awaits notification of funding status from the Office of the Provost and Vice President for Academic Affairs.

EVALUATION CRITERIA

An application will be assessed based on the merits of the proposed effort, the degree to which the proposed effort promotes the spirit of the University's Strategic Plan and New Faculty Release Time Support objectives.

Format for New Faculty Release Time Support Proposal

Please limit your proposal to one page. (Use a serif typeface such as Times New Roman, Georgia, etc.; a black font color; and a font size of 11 points or larger.)

I. Purpose:

State clearly the purpose of this program. Clearly delineate the need for this effort. Identify the project's impact on your professional growth and your teaching, research, and service goals.

II. Method:

Identify goal(s) and objectives and your plan of action. Include a detailed timeline and any methods you will employ to gauge your success. Describe the equipment and other resources on hand to make this effort successful.

III. Findings/Outcomes:

Identify what you would like to accomplish as a result of this release time.

3. DOCTORAL TUITION ASSISTANCE

PURPOSE

Doctoral tuition assistance is to increase the number of doctorally prepared faculty members at the University. Applicants **MUST** pursue a doctorate in the discipline in which they are teaching.

ELIGIBILITY CRITERIA

Applicant must be a full-time faculty member.

Applicant must agree to submit an official grade report each semester.

Applicant must have completed at least three years of service or be in the sixth semester of service at the University when application is submitted.

APPLICATION PROCESS

Applicant responds to each of the categories enumerated on the Format for Doctoral Tuition Assistance Proposal (see below).

Applicant submits a fully executed application to the Office of Faculty Development at least **FOUR WEEKS** prior to the start of the program. All submissions must be typed. Handwritten material or an incomplete application will be returned to the submitter unprocessed.

Applicant awaits notification of funding status from the Office of the Provost and Vice President for Academic Affairs.

EVALUATION CRITERIA

An application will be assessed based on the degree to which the proposal supports the spirit of the University's Strategic Plan and the Title III Faculty Development objectives.

Format for Doctoral Tuition Assistance Proposal

(Use a serif typeface such as Times New Roman, Georgia, etc.; a black font color; and a font size of 11 points or larger.)

I. Purpose:

State clearly your goals and provide a letter of acceptance. Identify the impact on your professional growth and your teaching, research, and service goals.

II. Method:

Identify your plan of action. Include a detailed timeline and any methods you will employ to gauge your success.

4. SUMMER RESEARCH SUPPORT

PURPOSE

The summer research support is granted to encourage full-time faculty members to engage in research, scholarship, and creative activity that will ultimately lead to enriched professional growth and enhanced student learning outcomes.

ELIGIBILITY CRITERIA

Applicant must be currently employed at NSU in a full-time faculty status.

Applicant may not request these funds to support the same research activities currently being funded through other Office of Sponsored Research efforts.

Applicant must agree to submit a final written technical and fiscal report that details the research completed and other program results to the Office of Faculty Development no later than the last day of class for the final summer session.

Applicant must acknowledge that the Provost and Vice President for Academic Affairs is the final level of appeal for all actions/issues related to the Summer Research Support.

APPLICATION PROCESS

Applicant secures the Faculty Development Application Form from the University's website.

Applicant responds to each of the categories enumerated on the Format for Summer Research Proposal (see below).

Applicant submits a fully executed application to the Office of Faculty Development on or before the 1st of April. All submissions must be typed. Handwritten material or an incomplete application will be returned to the submitter unprocessed.

Applicant awaits notification of funding status. Notification will be made by mid-April.

EVALUATION CRITERIA

An application will be assessed based on the merits of the proposed effort, the degree to which the proposed effort promotes the spirit of the University's Strategic Plan and Title III Faculty Development objectives, and the adequacy of the budget and budget justification.

Each application will be peer-reviewed by the Faculty Development Advisory Committee who will be responsible for submitting recommendations to the Provost and Vice President for Academic Affairs.

Format for Summer Research Proposal

Please limit your proposal to four pages—three pages for narrative and one page for the budget. (Use a serif typeface such as Times New Roman, Georgia, etc.; a black font color; and a font size of 11 points or larger.)

I. Purpose:

State clearly the purpose of this program. Indicate why this program is important and to whom. Clearly delineate the need for this effort. Identify the project's impact on student learning outcomes, retention, and graduation rates.

II. Method:

Identify goal(s) and objectives, your detailed plan for accomplishing the objectives, personnel and management plans, and details on your implementation strategies. Include a detailed timeline and any methods you will employ to gauge your success. Describe the equipment and other resources on hand to make this effort successful.

III. Findings/Outcomes:

Identify what you believe your program will demonstrate and/or what are the anticipated program results.

IV. Implications/Assessment:

Indicate how the program results will be used, such as applying for other funding, for use in improved/new instructional techniques, improved delivery modes, enhancing retention, attrition, and graduation rates, etc. Will the results be presented at a regional or national conference? Will the results be submitted for publication?

V. **Qualifications:**

Identify what qualifications you possess to conduct research of this magnitude.
Please state prior research awards.

VI. **Budget:**

Identify the costs necessary to conduct this effort. Faculty members will receive a summer stipend to cover expenditures.

Summer Research Support Evaluation Rubric				Proposal #
Category	3	2	1	Comments
Title and Purpose	Title and purpose are clearly described and thoroughly documented. Evidence is provided to link research to enhanced professional growth and student learning outcomes. Reviewer has no doubt about what the project is to accomplish.	Title and purpose are stated and some evidence is provided to link research to enhanced professional growth and student learning outcomes. Reviewer has a pretty good idea of what the project is about but the reviewer has some questions or concerns.	Title and purpose are vague and unclear and do not clearly describe the how the research will enhance professional growth or enhance student learning outcomes. Reviewer has little idea what the proposed research is designed to accomplish or what the need is.	
Method	Reviewer has a complete and clear understanding of the proposed plan of action. Proposal is well-conceived and planned.	Reviewer has a pretty solid understanding of the project. Most project activities seem appropriate and are likely to contribute to the achievement of objectives.	Plan of action is unclear. Reviewer is not confident that the plan of action will lead to the stated achievement of objectives.	
Findings/ Outcomes	Anticipated program results are clearly articulated.	Anticipated results are articulated but reviewer has some questions or concerns.	Anticipated program results are vague and ambiguous.	
Implications/ Assessment	This project is of obvious benefit to the applicant's professional growth or enhanced student learning. Assessment measures are appropriate to the plan of action being addressed.	Considerable evidence that this project is of benefit. Most assessment measures are appropriate to the plan of action being addressed.	There is some question as to the benefit of this project. Assessment measures are not appropriate for the delineated plan of action.	
Qualifications	Qualifications to conduct an effort of this magnitude are appropriate.	Qualifications to conduct an effort of this magnitude are questionable.	Qualifications are inappropriate to conduct an effort of this magnitude.	
Budget	Use of funds is clearly delineated. Items requested are appropriate to support the project and will contribute to successful implementation	Description of the use of funds is generally complete but is missing some details. Items appear to support the project and are likely to contribute to its successful completion.	Description of how funds will be used is vague and poorly justified and/or contains mathematical errors. The manner in which the items requested will contribute to the project success is unclear.	
Comments and Total Score				