NORFOLK STATE UNIVERSITY

We see the future in you.

CENTER FOR TEACHING AND LEARNING
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, release time, and summer research support.

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 and learning.

ELIGIBILITY CRITERIA

Applicant must be a full-time faculty member.

Applicant must agree to submit a 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** 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 approval notification status from the Office of the Provost and Vice President for Academic Affairs or designee prior to committing support from the University.

EVALUATION CRITERIA

An application will be assessed based on the degree to which the proposal supports the spirit of the University's Strategic Plan.

Report on Travel

Upon return, applicant will complete a Report on Travel.

Policy 41-01 University Travel Policies and Procedures Highlights

- **Travel Guidelines**. All travel related purchase orders through Colleague along with all supporting documents, must be completed and approved prior to travel.

- **Internet Purchases.** Reimbursement for airline, bus or train tickets purchased via the internet, will only be made after the trip is completed. In addition to your ticket receipt, attach a hardcopy of the internet confirmation which shows total cost and confirmed services and your airline confirmation (ticket stub) to your travel voucher for reimbursement purposes.

- **Lodging.** Each traveler is responsible for obtaining economy class and government rates for lodging.

- **Registration Fees.** To process payments with purchase orders, the office of Accounts Payable must receive request of payments for conference and registration fees at least four weeks in advance of the scheduled registration date.

- **Multiple Travelers.** Travel involving more than three employees to a single travel destination must be approved in advance by the President or designees. This includes travel of presenters as well as attendees. For international travel, such approval (for more than three employees) must be obtained from the responsible cabinet secretary. These provisions apply to daily as well as overnight travel.

- **Travel Expense Reimbursement Voucher**. Completed and fully signed travel expense reimbursement vouchers, with receipts, are due in Accounts Payable within five working days after returning from the trip.

- **Out-of-Country Travel**.   Requests for out-of-country travel must be approved on the "Request for Approval of Travel Outside the Boundaries of the United States and its Territories," which can be obtained from the Office of the President, by the President or Executive Vice President, prior to submission of purchase requisitions through Colleague.

FACULTY RELEASE TIME

PURPOSE

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

ELIGIBILITY CRITERIA

Applicant must be recommended by his or her academic department and 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.

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, the department, and college/school 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.)

- **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, scholarly activity/grantmanship, and service goals.

- **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.

- **Findings/Outcomes**: Identify what you would like to accomplish as a result of this release time.

EVALUATION CRITERIA

An application will be assessed based on the degree to which the proposal supports the spirit of the University's Strategic Plan, the department and college/school objectives.

SUMMER RESEARCH

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 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, the Center for Teaching and Learning 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.)

- **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.

- **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 resources on hand to make this effort successful.

- **Findings/Outcomes**: Identify what you believe your program will demonstrate and/or what are the anticipated program results.

- **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 publications?

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

Format for Summer Research Final Report

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

Suggestions for written technical and fiscal report.

- Summarize the nature of the project.

- Explain how the completed project achieved its proposed goals/objectives/anticipated results. Provide supporting documentation.

- Describe the impact on your research/scholarly goals; summarize the major scholarly and/or pedagogical findings of your project; describe your plans for publication of project findings (include the title of the journal or textbook and anticipated date of publication) or presentation of results at professional conferences. Provide supporting documentation.

- Provide feedback on the experience.

- Advice to future faculty who will apply for summer research support.

Reports should be succinct (approximately two to three pages long). Appendices may be added but should not exceed five pages. Please use lay terminology that can be understood by those outside your discipline, whenever possible.