

## **FACULTY DEVELOPMENT AND RECOGNITION COMMITTEE ANNUAL REPORT, 2004-2005**

Prepared by: George F. Kain, Chair  
Date of Submission: May 6, 2005

### **I. Committee Members/Representing:**

Linda Vaden-Goad /Academic Deans  
Margaret Leahey/ Director of Grant Programs  
Michael Chappell /Faculty, School of Arts and Sciences  
George Kain /Faculty, Ansell School of Business  
Karen Crouse/ Faculty, School of Professional Studies  
Paul Simon /Administrative Faculty  
John Burrell /Library/Counselors/Coaches

Support services provided by Theresa Buzaid and Michelle Ramey, Admin. Assistants/Academic Affairs.

### **II. Meetings:**

The Committee met 7 times this academic year--Sept. 22, October 27, December 15, February 16, February 25, March 16, and May 18 (forthcoming), for the following purposes:

- to review applications for Faculty Development Funds
- to discuss the Faculty Recognition Ceremony
- to discuss a number of procedural changes regarding the Faculty Recognition Ceremony, applications (form, content and availability), guidelines, and notification of faculty of availability of funds.

### **III. Business, Miscellaneous:**

George Kain was elected chair of the committee. Notable items of business included:

- There will be four application deadlines for the 2005-06 year to provide more timely responses by the Committee: September 9, December 2, February 10, and April 28. Application review meeting dates will be set accordingly, and will occur shortly after the application deadline dates.
- The Committee is working with the University President and the Academic Deans to come up with a new process by which to increase faculty recognition. It is anticipated that this will mean changing the venue and format of the Faculty Recognition Ceremony, which was postponed this year until the fall, 2005. This work will continue into next year.

- The Committee has continued to encourage faculty participation and involvement in the structure and format of the annual Faculty Recognition Ceremony.

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**IV. Funds and Application Awards:**

- A. Allocations:** The Faculty Development Fund received the following allocations:  
 \$23,258.72 - full-time faculty (including a small rollover from last year).  
 \$ 3,936.99 -- part-time faculty

Some discrepancies from a prior year's Annual Report regarding utilization of funds (depletion of, or rollover funds anticipated) occur because faculty who are awarded funds for late spring/early summer activities may not actually use all the awarded amounts. This information is not known until their submissions for reimbursement are processed during the summer.

- B. Awards:** The maximum award for individual faculty funding remained at \$1200 for full-time faculty, and \$600 for part-time faculty. There has been an increase in part-time faculty member usage of Faculty Development funds from prior years. Learning activities that would benefit a group continued to have no fixed cap.

- 1. Full-time Faculty:** As of May 6, 2005, a record 29 applications were received, and a record 25 of those were approved. The committee will be meeting on May 18, 2005 for its final meeting of the academic year to consider another 6 applications for this fiscal year. Ranges of requests (to date) were from a low of \$150 to a high of the \$1,200 maximum. 9 received the individual \$1200 maximum, 2 received between \$1,000- \$1,199, 6 were in the \$600-999 range, and 8 in the \$150-599 range. There were no large group requests this year.
- 2. Part-time Faculty:** As of May 6, 2005, 5 applications were approved: one for \$545 and the rest for the \$600 maximum. The committee will be meeting on May 18, 2005 for its final meeting of the academic year.
- 3. Group Activities:** As noted above, there were no applications this year for group activities.

- C. Determination/Allocation Processes:** The Committee continued to apply a formula that it established in 1996, based on prior years' usage during time periods, in order to provide equitable access over the full year: 35%--Summer (July-August); 25%--Fall (September-December); 40%--Spring (January-June). The number of applications and the amounts requested by full-time faculty continue to follow these patterns, but will be continually reviewed for any changes to this pattern. Priorities for awards remain as before:

- appropriateness of proposed activity to the primary purpose of this Fund (enhancing teaching expertise and functions)
- activities that will benefit several faculty at the same time
- prior year maximum award to the individual places the request at lower priority
- depletion of, and/or pairing with, Travel Funds--for activities that overlap both funds' purposes
- timeliness of the application within set time frames.

A few applications were denied for unsuitability. Additionally, one application was approved and subsequently withdrawn. Additional instructions and directives added to the application form last year helped to clarify information needed to process applications. As administrative changes to the application form continue to be suggested and implemented, committee questions concerning various components of applications should continue to decline.

**V. The Faculty Recognition Ceremony.** As noted earlier, the Faculty Recognition Ceremony was postponed until the fall, 2005. Notices of the postponement were sent to all faculty via e-mail and through The WestConn Report. Several suggestions to upgrade the ceremony are being considered as a result of input from faculty members. It is hoped that the new ceremony format will be reflective of faculty members' needs and desires. It is hoped that faculty will continue to provide feedback to the committee as these changes are implemented and as time moves on. The Deans of the Academic Schools will be instrumental in creating a University record of faculty achievements, which should involve more faculty members in the recognition process

Respectfully submitted,

George F. Kain, Chairman  
Faculty Development and Recognition Committee