

FACULTY DEVELOPMENT AND RECOGNITION COMMITTEE ANNUAL REPORT, 2003-2004

Prepared by: George F. Kain, Chair
Date of Submission: May 7, 2004

I. Committee Members/Representing:

Ellen Durnin /Academic Deans
Margaret Leahey/ Director of Grant Programs
Anam Govardhan /Faculty, School of Arts and Sciences
George Kain /Faculty, Ansell School of Business
Karen Crouse/ Faculty, School of Professional Studies
Paul Simon /Administrative Faculty
Xiao Hua Yang /Library/Counselors/Coaches

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

II. Meetings:

The Committee met 6 times this academic year--Sept. 24, December 12, January 22, February 25, March 29, and May 13 (forthcoming), for the following purposes:

- to review applications for Faculty Development Funds
- to screen applications and to prepare for the Faculty Recognition Ceremony
- to discuss a number of procedural changes regarding by-laws, 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. Two new members, Ellen Durnin, Academic Dean, and Karen Crouse, Faculty- Professional Studies, were appointed to the Committee. Notable items of business included:

- There will be four application deadlines for the 2004-05 year to provide more timely responses by the Committee: September 10, December 3, February 11, and April 29. Application review meeting dates will be set accordingly, and will occur shortly after the application deadline dates.
- The Committee had completed its large project to revise its by-laws last year. The Committee is attempting to add an additional by-law which would allow the award of (3) \$1,000 awards to faculty who demonstrate superior scholarly research and are in need of additional funds to continue their research. The

Committee is working with the University Senate to come up with a policy and procedure to determine award winners that will be acceptable to the University and to the Senate. This work will continue into next year.

- The Committee has continued to encourage faculty participation in the annual Faculty Recognition Ceremony. The ceremony this year featured the continuation of a format introduced last year, where faculty met informally for a number of hours, enjoying a festive buffet, social activities and included a formal presentation midway through the event.

IV. Funds and Application Awards:

- A. Allocations:** The Faculty Development Fund received the following allocations:
\$23,120.35 - full-time faculty (including a small rollover from last year).
\$ 5,122.00 -- 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. Learning activities that would benefit a group continued to have no fixed cap.

- 1. Full-time Faculty:** As of May 7, 2004, a record 28 applications were approved. The committee will be meeting on May 13, 2004 for its final meeting of the academic year. An amended report with final allocation amounts will be filed with the University Senate in September 2004. Range of awards were from \$255-\$1200, with 13 receiving the individual \$1200 maximum, 8 receiving \$1,000- \$1,199, 4 in the \$600-999 range, and 3 in the \$251-599 range. The Nursing Department requested and received a faculty group grant in the amount of \$500.00.
- 2. Part-time Faculty:** As of May 7, 2004, 5 applications were approved for the \$600 maximum. The committee will be meeting on May 13, 2004 for its final meeting of the academic year. An amended report with final allocation amounts will be filed with the University Senate in September 2004. This portion of the fund continues to be underutilized. Efforts continue to be made to have academic Dean's make their respective chairs aware of the availability of funds for part-time employees.
- 3. Group Activities:** As noted above, there was 1 award this year for group activities. The Nursing Department sought and received funding for these types of projects.

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, two applications were sought and subsequently withdrawn. Additional instructions and directives will be added to the application form next year which will 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 decline. In some cases, a call ahead to the applicant by the Chair after full committee review clarified questions the committee had prior to recommending funding.

V. The Faculty Recognition Ceremony was held on April 22, 2004 at the Westside Campus. A total of 55 faculty, administrators and management were recognized for their accomplishments in scholarship and for significant professional and national/regional community service (Ansell--8; Arts and Sciences--24; Professional Studies--18; administrative-4; management-1). Also honored were a record 26 retiring faculty (*Emeriti*), and 5 faculty with newly earned professional credentials. The format for the ceremony introduced last year was used and was overwhelmingly praised by faculty. The ceremony was held from 4:00 – 8:00 pm so that evening teaching faculty could attend at least a portion of the festivities either prior to or after their night classes. It is anticipated that this format will continue in subsequent years.

Support staff from the Academic Vice President's and President's Offices oversaw the production of the Ceremony program booklet, room and food service arrangements, and management of campus notices and mailings that precede the event. Decoration and refreshment costs were covered by the President's Office.

Respectfully submitted,

George F. Kain, Chairman
Faculty Development and Recognition Committee