

FACULTY DEVELOPMENT AND RECOGNITION COMMITTEE ANNUAL REPORT, 2009-2010

Prepared by: Russell Hirshfield, Chair
Date of Submission: May 18, 2010

I. Committee Members/Representing:

Michael Chappell, Faculty, School of Arts and Sciences
Lynne Clark, Academic Dean
Irene Duffy, Administrative Faculty
Kathleen Hinga, Faculty, School of Professional Studies
Russell Hirshfield, Faculty, School of Visual and Performing Arts
George Kain, Faculty, Ansell School of Business
Kimberley Rybczyk, Librarians/Counselors/Coaches

Support services provided by Michelle Ramey, Administrative Assistant,
Office of Academic Affairs.

II. Meetings:

The committee met 5 times: May 20, September 23, and December 16, 2009 and February 20, and May 17, 2010, for the following purposes:

- to review applications for Faculty Development Funds
- to discuss and plan the Faculty Recognition Ceremony
- to discuss a number of modifications to the application for Faculty Development Funds.

A sub-committee also met November 5 to compile and format the online program book for the December 8, 2009 Faculty Recognition Ceremony.

III. Business, Miscellaneous:

Russell Hirshfield was elected chair of the committee. Notable items of business included:

- There were four application deadlines for the 2009-10 year to provide timely responses by the Committee: September 11, December 4, February 5, and April 23. Application review meeting dates were set accordingly, shortly after the application deadline dates.
- The committee chair acted as a liaison with Provost Linda Rinker to increase

faculty involvement (nominations, participation and attendance) in the recognition ceremony. The second teaching excellence award was presented at the faculty recognition ceremony.

- The Faculty Recognition Ceremony will continue to be held as a fall event in 2010.
- The proposed revision of the Application for Faculty Development Funds was approved at the March 2010 meeting of the University Senate.

IV. Funds and Application Awards:

A. Allocations:

The Faculty Development Fund received the following allocations:

\$31,706.97 -- full-time faculty (including a rollover from last year).

\$10,171.65 -- part-time faculty (including a rollover from last year).

Some discrepancies from the prior year's Annual Report regarding funds (depletion of, or the anticipated rollover) may exist because faculty who are awarded funding for late spring/early summer activities may not use the complete amount. 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 was increased to \$750 (from \$600) for part-time faculty. There has been an increase in part-time faculty applications for funding. Applications for workshops that would benefit a group continued to have no fixed cap.

Full-time Faculty: This year, 41 applications were received and 28 of those were approved. Ranges of requests were from a low of \$193 to a high of the \$1,200 maximum. 12 faculty members received the individual \$1,200 maximum. It was necessary this year in several cases to allocate only a percentage of the requested amount due to the limited budget. Although this is a difficult decision for the committee, it ensures that funding is available to applicants who have not received funding recently from the committee.

Part-time Faculty: This year, 10 applications were received and 7 of those were approved. Ranges of requests were from a low of \$600 to a high of \$750.

C. Determination/Allocation Processes:

The Committee continued to apply a funding formula established in 1996 in order to provide equitable access over the full year: 35% for July-September, 25% for October-December), and 40% for January-June. The number of applications and the amounts requested by full-time faculty continue to follow these patterns, but are reviewed periodically.

Priorities for awards:

- 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 an individual request places the request at lower priority which may result in partial funding, or no funding for the applicant
- depletion of, and/or pairing with, Travel Funds--for activities that overlap both funds' purposes

Applications were denied for unsuitability, for being submitted incomplete, and for being submitted late. Additionally, one application was submitted and subsequently withdrawn. As revisions to the application form are implemented, committee questions regarding various components of the applications should continue to decline.

V. The Faculty Recognition Ceremony. The Faculty Recognition Ceremony was held on December 8, 2009. The Committee Chair worked closely with the Provost to establish the format for the event. It is hoped that faculty will continue to provide feedback to the committee as changes are implemented. The Deans of the Academic Schools continue to be instrumental in creating a university record of faculty achievements and this may involve more faculty members in the recognition process.

Respectfully submitted,

Russell Hirshfield, Chair
Faculty Development and Recognition Committee