

## **FACULTY DEVELOPMENT AND RECOGNITION COMMITTEE ANNUAL REPORT, 2007-2008**

Prepared by: George F. Kain, Chair

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

Ellen Durnin /Academic Dean

Margaret Leahey/ Director of Grant Programs

Michael Chappell /Faculty, School of Arts and Sciences

George Kain /Faculty, Ancell School of Business

Russ Hirshfield/ Faculty, School of Visual and Performing Arts

Paul Simon /Administrative Faculty

Kim Bernstein /Library/Counselors/Coaches

Kit Hinga/ Faculty, School of Professional Studies

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

### **II. Meetings:**

The Committee met 6 times this academic year—May 11, Oct. 4, November 15, December 18, February 21, and May 15 (forthcoming), for the following purposes:

- to review applications for Faculty Development Funds
- to discuss and plan 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.
- To discuss the newly created “CSU/AAUP Desktop Reference publication and its impact on committee decisions regarding allocation of faculty development funds.

A sub-committee also met numerous times during the year with Provost Linda Rinker regarding the proposed, new format of the Faculty Recognition Ceremony.

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

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

- There will be four application deadlines for the 2008-09 year to provide more timely responses by the Committee: September 12, December 5, February 6, and April 24. Application review meeting dates will be set accordingly, and will occur shortly after the application deadline dates.
- The Committee Chair acted as a liaison with the University Provost to establish a new process by which to increase faculty recognition by the creation of a teaching excellence award, which was presented at the faculty recognition ceremony.
- It was determined this year that the Faculty Recognition Ceremony will be moved to a fall event, beginning in 2008.
- The Committee has continued to encourage faculty participation and involvement in the structure and format of the annual Faculty Recognition Ceremony.

#### IV. **Funds and Application Awards:**

**A. Allocations:** The Faculty Development Fund received the following allocations:

\$27,419.63 - full-time faculty (including a rollover from last year).  
\$ 9,536.20 -- 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:** This year, a record 47 applications were received (previous record 44 last year) , and a record 29 of those were approved. Ranges of requests were from a low of \$100 to a high of the \$1,200 maximum. 11 received the individual \$1200 maximum, It was necessary this year in many cases to allocate only a percentage of the requested amount due to budgetary limitations. Additionally, the committee needed to exercise one of its guidelines to not fund some applications due to an applicant having received full funding

in either the prior fiscal year. Although this is a difficult decision for the committee to make, it ensures that funding is extended to applicants who have not received funding recently from the committee. There was 1 group request this year (English Dept.) for \$639.00. There is no limit on the amount of money which can be allocated to group projects.

2. **Part-time Faculty:** This year, 6 applications were received and 5 applications were approved- all for the \$600 maximum.
3. **Group Activities:** As noted above, there was 1 application this year for a group activity.

**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 an individual request places the request at lower priority which may result in not funding the application
- 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, some for being submitted incomplete, and some for being submitted late. Additionally, one application was approved and subsequently withdrawn. 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.** The Faculty Recognition Ceremony was held on February 13, 2008 this year. The Committee worked closely with the Provost to establish the format for this event which truly encompassed the breadth of that which faculty recognition should be. It is hoped that faculty will continue to provide feedback to the committee as continued 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