



Exhibit 5.4.d.1

Faculty Handbook

Faculty Development Funds

Under the terms of the CSU-AAUP contract, Article 9.6 and 12.10.1, a specified amount of money must be allocated annually for faculty development, “which shall be construed broadly to mean activities by and for members that enhance their ability to be productive and innovative professionals.” In view of other funding sources for research (CSU/AAUP research grants) faculty development fund applications should not directly relate to the carrying out of research, nor be for the purpose of purchasing materials. AAUP Travel Funds for faculty members are also available from the Deans of the Schools, and should be seen as a first source for conference attendance and professional presentations. Such requests will be considered for Faculty Development Funds, after Travel Funds are depleted, but will receive lower priority.

I. NOTIFICATION

Notification of available funds shall be published by the Provost/Vice President for Academic Affairs in the WestConn Report. Application forms are in the Faculty Handbook and are also available in the office of the Director of Grant Programs.

II. APPLICATION

Funding is available for all members of the AAUP/CSU faculty bargaining unit as defined in the contract; this includes 10% of the funds being allocated for part-time faculty. Priority will be given to activities which support the spirit of learning and enhance teaching expertise.

A maximum of \$1,200 may be granted to any individual full-time faculty member and \$600 to any individual part-time faculty member. The Faculty Development and Recognition Committee believes that funds should be available to many individuals, so prior use of the Fund as well as merit of activity will be considered. In cases where the dollar total for approved applications exceeds available funds in a given

funding period, preference will be given to applicants who have not been awarded full funding in the previous fiscal year.” Applications for “in-house” workshops do not have a specified maximum funding level, but will be reviewed on the basis of merit and numbers of individuals across the University community who will benefit from the workshops. Proposals from AAUP members may be cosponsored with non-members.

Applications will be accepted and reviewed in the following time frame:

Application Deadline	Planned Activity
Sept. 9	October 1- Dec. 31
December 2	January 1-Feb. 29
February 3	March 1- May 31
April 20	June 1-Sept. 30

Applications submitted after these deadline dates will not be considered.

Applications for funds are to be made on the prescribed form, which is available online in the Faculty Handbook. Eight copies of the application are to be submitted to the Faculty Development and Recognition Committee, c/o the Provost/Vice President for Academic Affairs.

III. COMMITTEE ACTIONS

The Faculty Development and Recognition Committee will review all proposals received and make recommendations concerning the allocation of funds to the Provost/V.P. for Academic Affairs based on consideration of the above factors, the expected benefit to the University community, and the amount of money available. The Committee will inform each applicant of the recommendation made in regard to each proposal.

FACULTY RECOGNITION CEREMONY

This is an annual event that acknowledges the professional achievements of the members of the University community. If you would like to participate, please use the form on the following pages of the Faculty Handbook.

Faculty Handbook

Application for Faculty Development Funds
(All applications must be on this form.)

NAME _____ Date _____ 20____

DEPARTMENT _____

This summary information must be filled out on cover sheet. **Applications will not be considered if all information outlined below is not complete.**

- 1 Total amount of funds requested (Maximum \$1,200 for full-time, \$750 for part-time) \$ _____
- 2 Date of proposed use of funds: _____
- 3 Activity/purpose of funding request: _____

Please provide the following information in an attachment.

A Clearly describe the nature of the project and how you anticipate it will improve WCSU and your professional life: as classroom teacher at WCSU (e.g., identify specific courses or methodologies), scholar, or provider of public service and/or information to others. Proposals must include any printed material that relates to the project.

B All project expenses must be identified on a WCSU *Request for Professional Travel Worksheet*. Proposals must include supporting documentation for any of the expenses listed on the WCSU *Request for Professional Travel Worksheet*: fees, travel, lodging, meals and other costs. The worksheet is located at www.wcsu.edu/travel. Travel Authorization forms should not be submitted

and/or substituted for this worksheet.

C Clearly state the time schedule for this project and plans for coverage of campus responsibilities.

D Have you applied for or received any other funding for this activity? If yes, from which source and for what amount? If no, please state reason for not applying or reason for denial.

E Submit nine (9) copies of all materials to the Faculty Development and Recognition Committee, c/o the Provost/Vice President for Academic Affairs.

Signature of
Applicant_____

Signature of Department
Chairperson_____

(The signature of the Chairperson is not related to an evaluation of the project; it simply indicates knowledge by the Chairperson that the application has been made.)

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Rev. Senate Approv.
R-10-03-03
President Approv.
6/15/10