

CALL FOR PROPOSALS

Professional Development Excellence Pool for Full-Time Non-Tenure Track Faculty

Eligibility:

Full-time NTT faculty
Who have completed at
least one
Full Performance Review

Proposal Deadlines:

September 15, 2011
November 15, 2011
January 15, 2012
March 15, 2012
June 1, 2012

Announcement of Awards:

No later than eight
weeks after the proposal
deadline.

In order to support the professional development activities of bargaining unit members and to assist members in preparing for the promotion-based advancement structure included in the 2011-12 academic year, the University will establish a Professional Development Excellence Pool available to all full-time NTT faculty. Funds will be awarded for those professional development activities which have a clear connection to the professional advancement of bargaining unit members and enhance learning and educational excellence.

For the duration of this *Collective Bargaining Agreement*, the total pool for this purpose shall be \$250,000.00 to be divided equally for AY 2010-11 (\$125,000.00) and AY 2011-12 (\$125,000.00). (NTT CBA, Article X, Section 4)

General Criteria

Approved proposals will be designed to:

- Upgrade professional skills, such as those that directly impact learning, teaching, technical/professional certification
- Acquire new skills, such as educational technology training, bringing unique aptitude, talents, experience, and knowledge that fulfill some aspect of the larger university mission, or creative processes that make connections across disciplines
- Assure intellectual and professional development that will be of benefit to the individual and the university, such as distance learning, service learning, special projects, presentations, grant activity

The applicant must provide in the proposal his/her intent to continue employment with the University if continued employment opportunities are available, and must inform his/her Chair and/or Dean of the proposal prior to its submission.

**Submit your
application via
FolioWeb**

<http://www.folioweb.org/>
For more information
Contact David Dalton
ddalton@kent.edu

Eligibility

All full-time NTT faculty who have completed at least one Full Performance Review are eligible to apply for funds from the Professional Development Excellence Pool.

Applicants working on collaborative projects must indicate whether they are splitting one award or requesting full awards for each collaborator, depending on the scope of the project.

Bargaining unit members may apply for funds in any amount during AY 2010-11 and AY 2011-12 and may submit multiple proposals in either or both years. Total funds available for this Pool are limited to \$125,000 each year, with 10% of this amount reserved for the discretionary use of the Provost.

Review of Proposals

Review October 7, 2011	Deadline for submission is September 15, 2011
Review December 9, 2011	Deadline for submission is November 15, 2011
Review February 3, 2012	Deadline for submission is January 15, 2012
Review April 6, 2012	Deadline for submission is March 15, 2012
Review June 25, 2012	Deadline for submission is June 1, 2012

Questions should be directed to the NPAC Chair, Lisa Waite (lawaite@kent.edu), or the Office of Faculty Affairs (vcourie@kent.edu).

Expectations

Bargaining unit members who receive funds from the Professional Development Excellence Pool shall submit a brief written summary of the activity to the Provost, or the Provost's designee, with a copy to the unit administrator before the end of the semester in which the bargaining unit member received a Professional Development Excellence Award.

Procedure

PART 1: Proposal Guidelines (do not omit any of these sections)

Prepare sections I-V as single Word document and upload to folioweb.org.

Section I: Goals.

Clearly state the goals of the professional development activity. Define the audience to whom the professional development activity is addressed. Succinctly explain how the professional development activity will enhance learning and educational excellence.

Section II: Anticipated Impact.

Explain who will be affected by this professional development activity and in what way. Describe how you plan to integrate the knowledge and skills gained in this professional development activity into your work, teaching or practice.

Section III: Procedure, Timeline and Budget

Provide an action plan and timeline appropriate to this request. Provide a brief budget with estimated costs for travel, accommodations, project-specific materials and assistants, etc. Be sure to give details that might help the committee understand the intent and scope of the expenditures.

Section IV: Evaluation

Explain how you will evaluate the significance of this professional development activity. For example, describe the results, survey, or document, or the course alteration or development you will use to reflect on the impact of this activity.

Section V: Communication of Results

Discuss ways you will communicate the results of your professional development activity to others in the University, colleagues, or students. For example, state the publication or presentation venue you will use to disseminate results of this activity.

Procedure

Part 2: Vitae (upload to folioweb.org)

Include an updated (abbreviated) curriculum vitae. Please indicate items most relevant to this submission.

Part 3: Proposal Cover Page (found on folioweb.org)

Provide Dean and Director's signatures along with a signed statement indicating your intent to continue employment with the University.

NOTE: Be certain to look for the yellow check mark circles to confirm that your files are uploaded correctly! Files that are uploaded incorrectly cannot be reviewed. For assistance contact David Dalton at ddalton@kent.edu



Candidate Information:	
Current Rank:	Lecturer
Personnel Action:	NTT Prof Devel Excellence
Date Hired:	08/28/1991
Campus:	Stark

File Contents:	
✓	Faculty Information System - Curriculum Vita
✓	Curriculum vitae/resume
✓	NTT Professional Development Excellence Award Proposal Title Page
✓	NTT Professional Development Excellence Award Proposal