**College of the Redwoods**

**Request/ Application for Faculty Development Funds**

**Academic Year 2023-2024**

**General Information:**

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| **Applicants Name:** | **Telephone Number:** |
| **Campus Location:** | **Division/ Department:** |
| **TLU Load this Semester:** | **Approval Signature: (Dean, Director, or Supervisor**)Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_ |
| **Contract Status for this Academic Year:**[ ] Both Fall and Spring Semesters[ ] Fall Semester Only[ ] Spring Semester Only |
| **Employment Status:**(Eligible candidates must have a faculty or associate faculty contract within the academic year applying for FDC funding.)[ ] Full-Time Faculty (Tenured/ Tenure Track)[ ] Full-Time Faculty (Temporary Appointment)[ ] Associate Faculty (employed for 5+ years)[ ] Associate Faculty (employed for 1-4 years)[ ] Associate Faculty (employed less than 1 year) | **Employment Status** **at Time of the Requested Activity:**[ ] **NOT** on sabbatical [ ] **NOT** on extended medical leave[ ] **NOT** on leave without pay or benefits[ ] **NOT** formerFaculty or Associate Faculty**,** working in a different role for the District with no current faculty contract. |
| **Activity Title:** | **Activity Topic:**[ ] Teaching Methodology / Pedagogy[ ] Classroom Instruction/ Student Success[ ] Diversity/ Equity/ Inclusion/ Antiracism [ ] Discipline Specific[ ] Shared Governance |
| **Activity Date(s):** |
| **Online Activity or Activity Location:** |
| **Activity Presenter or Organizer:**(Eligible candidates must be participants of the activity.)[ ] Yes[ ] No |  **Attending Activity as a Discipline/ Department/ or Interdisciplinary Group:**[ ] Yes[ ] No |
| **Activity Information will be Shared with Colleagues:**[ ] Yes[ ] No | **Proposal Request is an FDC Pre-Approved Blanket:**[ ] Yes[ ] No |
|  **Activity Required for Accreditation/Certification:**[ ] Yes[ ] No | **Total Amount of Funding Requested for Activity:** (Please round to the nearest dollar) |
| **Activity Pre-paid by Calcard or Faculty Reimbursement has already Occurred from Different Source:**[ ] Yes, if “Yes” please provide GL Code Title:[ ] No |

**Application Verification:**

I have completed this application/proposal in good faith and understand that eligibility is dependent on available funding. I acknowledge that an incomplete or late application/proposal will not be considered for funding. Furthermore, I understand that this is a competitive process and funding for my proposal is contingent on submitting a completed application/proposal with all required documents, including conference documentation such as a printable program prior to the announced deadline included a complete [**“Auto Use Form”**,](https://internal.redwoods.edu/Portals/159/Auto%20Use%20Form.pdf) [**“Travel Expense Form**](https://internal.redwoods.edu/Portals/159/Travel%20Expense%20Form.pdf)**”**, [**"Travel Request Authorization Form”**](https://internal.redwoods.edu/Portals/159/Travel%20Request%20Authorization.pdf) , [**“Hotel Occupancy Tax Waiver Form”**](https://internal.redwoods.edu/Portals/159/Hotel%20Occupancy%20Tax%20Waiver%20Form%20std236.pdf),are re*quired* for my travel, with the appropriate “Cost Center Manager” and “Senior Staff” signatures.

I acknowledge it is my responsibility to reserve my own accommodations for the activity requested on the application.

I acknowledge it is my responsibility to submit a [**“Travel Expense Form”**](https://internal.redwoods.edu/Portals/159/Travel%20Expense%20Form.pdf) or [**"Revolving Cash Request"**](https://internal.redwoods.edu/Portals/159/Revolving%20Cash%20Request%20Form%20fillable.pdf) (if no travel occurred) with all receipts within ***two weeks*** of the activity to **Academic-Senate@Redwoods.edu****.**

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_

**Please email completed application with documentation and Business Office Forms to** **Academic-Senate@Redwoods.edu**

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| **FDC Use Only:** | Approved for: $\_\_\_\_\_\_\_\_\_\_\_\_ | Approved by:(Faculty Development Committee Chair) | Date: |

**College of the Redwoods**

Directions for Application/ Proposal Narrative and Documentation for an **Online Activity**:

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| **1.** **Explain the activity – what is the activity, who is hosting/ sponsoring the activity, where and when.***\*Note: To qualify for funding in the current academic year, the activity must be completed prior to July 1st.* |
| **2.** **Explain how the proposed activity clearly meets the Faculty Development Criteria approved by the Senate. Please** **limit the narrative to no more than one page.**The faculty Development Committee is charged by the Academic Senate of the College of the Redwoods to fund travel and professional development activities that will:1. Promote the Education Master Plan initiatives, found at [**CR Education Master Plan 2022-2032 Hyperlink**](https://www.redwoods.edu/Portals/0/2022-2032.CR.EMP.pdf)2. Encourage and support our faculty to become better teachers by allowing them to participate in programs that are designed to increase their knowledge base in teaching methodology and/or classroom instruction or expand disciplinary knowledge designed to enhance their abilities as an Educator at College of the Redwoods.3. Create opportunities for faculty to drive innovation and program development.4. Develop and support new modes of delivering educational services to better serve our student body.*\*Note: This is a competitive process; the more clearly you have linked your activity to multiple Faculty Development Objectives the more likely you will receive funding.* |
| **3. Create and attach an itemized budget.**This should be an estimate of expenses associated with the activity. Your itemized budget needs to match your [**“Travel Expense Form**](https://redwoods0-my.sharepoint.com/personal/hillary-reed_redwoods_edu/Documents/Desktop/Faculty%20Development%20%20Committee/Travel%20Expense%20Form.pdf)”. Additionally, if you have personal receipts for payment for the purchase of conference fees please include these receipts with your application, these can be scanned and attached. Furthermore, indicate if you made the purchases with a Calcards or an administrator’s Calcards, include the GL title for such purchases. Please note that purchases on Calcards paid through grants and foundation funding cannot be reimbursed by District allocated Academic Senate funds. |
| **4. Upon completion of your approved activity submit a "Revolving Cash Request"** **to the** **Academic-Senate@redwoods.edu** **include all original receipts by scanning (that were not purchased using a Calcard). Receipts must accompany the form for reimbursement.**  |

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| **3. Create and attach an itemized budget.**This should be an estimate of expenses associated with the activity, as well as the lodging, meals, and transportation/travel costs that were completed on the **“Travel and Advance Request Form”**. Directions can be found under **“Forms and Resources”** under **"Travel Expense Instructions".** Additionally, if you have personal receipts for payment for the purchase of conference fees, hotel reservation, airline ticket, or automobile rental reservations, etc. please include these receipts with your application, these can be scanned and attached. Furthermore, indicate if you made the purchases with a CAL-CARD or an administrator’s Cal-CARD, include the GL title for such purchases. Please note that purchases on Calcards paid through grants and foundation funding cannot be reimbursed by District allocated Academic Senate funds. |
| **4.** **Include necessary documentation of the activity.**Include a copy of the activity/conference schedule, program, itinerary, etc., please scan necessary documents and attach to the e-mail. Please limit scanned materials to no more than four pages. |
| **5. Complete a "Travel Advance Request" with your application if your request involves travel. If your request does not involve travel this is unnecessary.** This form will be signed by the “Academic Senate Cost Center Manager” and “Senior Staff” once approved by the Senate. Directions and the form can be found under [**"Travel Advance Instructions"**](https://internal.redwoods.edu/LinkClick.aspx?fileticket=DcuMN-v9zJQ%3d&portalid=180&timestamp=1633396563069)**.***\*Note: “Advance Requests” will be denied for Faculty Development Funding Requests. Please leave that section of the form blank. Furthermore, airline tickets and automobile rentals are arranged by the applicant.* |
| **6. Complete and attach an "Auto Use Permission"** **with your application, if driving to the activity in your own vehicle.** This form will be signed by the “Academic Senate Cost Center Manager” and “Senior Staff” once approved by the Senate. *\*Note: The Business Office may reimburse mileage based on automobile rental reimbursement, depending on distance driven. You may want to contact the Business Office to determine if rental is a better option than driving your own vehicle,* [**Business Office Mileage Information.**](https://internal.redwoods.edu/LinkClick.aspx?fileticket=uGE9080YATc%3d&portalid=180&timestamp=1645033455458) |
| **7. Upon completion of your approved activity and travel submit a "Travel Expense Request"** **to the** **Academic-Senate@redwoods.edu** **include all original receipts by scanning(that were not purchased using a Calcard). Receipts must accompany the form for reimbursement.** Further directions can be found at **(Travel Expense Request Instructions).** |

Directions for Application/ Proposal Narrative and Documentation for **Activity with Travel:**

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**Faculty Development Criteria**

*The following approved by the Academic Senate*

*(Modifications/ Revisions Occurred: Spring 2004, Fall 2006, Fall 2009, Spring 2014, Spring 2017, Fall 2019, Fall 2021, and Fall 2022)*

**Committee Charge/ Funding:**

Each year funding is contingent on funds provided by the Academic Senate. The Academic Senate allocates funds each September to the Faculty Development Committee. Funding of proposals is determined by the Faculty Development Committee and is subject to the proposal meeting specific criteria listed below. Awards are given until funds are depleted. Faculty Development funding is a competitive process. Typically, the Faculty Development Committee calls for proposals three times a year, once in fall and twice in spring.

**Qualifying/ Priority Proposals:**

 1. Full-time faculty may be limited to a maximum amount of $2,500 per request. Proposals may be partially funded if multiple qualifying proposals are received.

2. Associate faculty may be limited to a maximum amount of $1,250 per request unless they are presenting at a conference or have been invited to attend a conference or workshop as part of a group including full-time faculty. In such circumstances associate faculty would be limited to $2,500.

 3. Faculty development funds are primarily used to enhance instruction and promote the advancement of Program Level Outcomes (PLO’s), or Student Learning Outcomes (SLO’s). Proposals supporting student success activities will be given higher priority.

 4. Faculty members who are attending conferences, workshops or activities directly addressing teaching methodology, pedagogy, classroom instruction or expanding disciplinary knowledge designed to enhance their abilities as an educator at College of the Redwoods will be given a higher priority.

 5. Faculty members who will be presenting at a conference or who agree to share information from any funded activity with their colleagues in a significant manner will be given a higher priority.

**Lower Priority Proposals:**

6. Faculty members who have received funding within the three-year cycle may be given a lower priority.

7. Associate faculty members who have served in their associate faculty role for less than one year or teaching load less than 15 TLUs per year or faculty members serving under a one-year temporary appointment may be given lower priority.

8. Activities supporting shared governance or lobbying may be given lower priority.

**Ineligible Proposals:**

9. Proposals requesting funding for professional memberships will not be funded, unless associated with a conference or workshop participation requirement.

10. Proposals requesting funding for the acquisition of professional certifications resulting in licensure advancement, continuing education units for license maintenance, and/or earning class units that would advance current or potential future pay scale positioning and/or advancing skill sets unrelated to work performed at College of the Redwoods in a non-academic setting are ineligible.

11. Proposals requesting funding to meet minimum qualifications and/or qualifying an individual for employment or continued employment are ineligible.

12. Proposals requesting funding for accreditation requirements such as certifications, licenses, and memberships are ineligible. Additionally, proposals requesting funding for the certification of programs is ineligible.

13. Proposals requesting funding for personal retreats, personal ventures, personal profit, humanitarian missions, or personal/family vacations cannot be funded.

14. Proposals from faculty members on extended leave from the college (sabbatical, leave without pay or benefits, extended medical leave) will not be considered for faculty development funding for activities that will occur while they are on leave.

15. Proposals submitted outside the application period or after deadline, incomplete proposals, vague proposals, or proposals omitting justification for activities in the required narrative cannot be funded.

16. Proposals requesting reimbursement for grant or foundation accounts will not be funded.

**Committee Rules:**

14. Faculty Development Committee members who apply for funding are required to recuse themselves from discussion and voting on their own applications, applications of relatives, spouses, partners, or other persons for whom conflict of interest is likely to be perceived.