...Development Funding

...Employer-employee relations... and to... implementation. Because...
...of teachers (AFT)... Local 2274 agree... the following...

Procedure: This agreement is effective beginning the 2018-2019 academic year...

...term and effective... date of execution below...

10.0 FACULTY DEVELOPMENT FUNDING PROCEDURE

An applicant submits a proposal for Faculty Development Funding (FDF) **to the Dean**. The recipient of the funding is hereafter referred to as the "recipient".

Faculty Development Funding is available in two categories:

Stipends are awarded in the amount of (4 credits) at the current overload rate.
Stipends are awarded for work during the summer (July and August), and are paid in two parts: one-half of the award amount is payable on the last pay period of July and the second half is paid following submission by the candidate of a report to the Dean and the Provost, with a copy to the Office of Employee Relations, summarizing the activities and use of the funding. The report must be submitted no later than the end of the academic year in which the award was made, or upon completion of the proposed work, whichever is first. Funds are disbursed as supplemental pay and taxed as such.

Grants are awarded to reimburse specific planned expenses noted in the applicant's proposal (a grant is an amount of funding set aside for reimbursable expenses awarded and is administered by the Office of the Provost). As a recipient incurs approved expenses, he/she submits receipts and documentation that the expense was incurred as described in his/her proposal. The recipient is then reimbursed for the approved expense up to the maximum amount of the grant awarded.

A grant recipient may not submit a request for reimbursement until the start of the next fiscal year following notification of the award (July 1).

Eligibility
Any member of the College Faculty appointed at Instructor, Assistant, Associate or Professorial rank may apply for FDF. The intent of the funding is to facilitate the production of scholarship, as defined in the Faculty Handbook.

Individuals may submit only one (1) FDF

Application Procedure

Applicants must submit an (FDF) application, appended with appropriate supporting documentation to explain their proposed project, to their Unit/Dean. Applicants should address the following points:

1. Evidence that the project would contribute to the applicant's professional growth and classroom effectiveness as well as evidence of any potential impact on other academic programs at the College.

2. A description of the phases of the project and self-imposed deadlines expected to be met so that the project can be completed within the time allotted (feasibility).

3. An indication of previous and current record of institutional and external support.

4. How, when and where the project will be conducted, including the use of special facilities and/or field research (national or international).

5. A stated commitment that results of the research project will be publicly shared, either through colloquia, a performance or exhibition, or publication.

6. An indication of the degree of preparation in which one has already engaged towards the project.

The applicant's documentation may be in the form of a letter and/or a narrative report. It may include whatever supplementary documentation the applicant deems appropriate, but shall not exceed a total of <u>ten (10) pages</u> in length and a font size no smaller than 11 point. A Common Application Form and a Proposed Budget Form **must** be included with the application.

Unit/Dean

Each Unit will elect a committee to r e v i e w and ep0.114 CID 17>BDC q0.00000912 0 612 792 reW*nl

in his/her approach. Judgment of the application shall not be based upon the amount requested by the applicant; either a proposal is meritorious, or it is not. The Committee shall rank every proposal, beginning with "1" for the best, numbered in order to the last (e.g., if there are 35 applications, they would be ranked 1 through 35.)

Awards

Applicants may request a stipend, grant or combination of the two. No recipient shall receive more than $10,000 in awards.

All levels of support are possible and applicants are encouraged to apply even for small amounts.

<u>Note</u>: While Faculty may apply for FDF and a Sabbatical in the same academic year, because Faculty are not permitted to receive additional institutional funding while they are on Sabbatical, including FDF, Faculty applying for an FDF and a Sabbatical are responsible for ensuring that any work and/or projects related to his/her FDF award must be completed outside of the semester(s) he/she has been awarded a sabbatical leave. As such, any FDF report(s) submitted to the Dean and Provost that demonstrate either a portion of an entire FDF project/assignment was conducted wh12

RAMAPO COLLEGE OF NEW JERSEY
PROPOSED BUDGET

Type of award requested: ☐ Grant ☐ Stipend

Project Period:

STIPEND (amount requested): $_____

GRANT REQUESTS FOR REIMBURSEMENT

Educational Materials: printing services, educational, library, laboratory supplies, etc.

Specify: $_____

Travel: airfare, train, mileage (reimbursable at $.50/mile per travel policy), etc.

Specify: $_____

Professional Services: outside consultants/technical assistance, etc.
Specify