



## 2022-2023 Professional Development Grant Instructions

### Project Guidelines

According to the terms of the APSOU collective bargaining agreement (Article 9, Section A), professional development funds are intended to support substantive activities related to course revision, assessment, improvement of teaching methodology and skills, updating faculty in their disciplinary fields, retraining faculty for new assignments, providing instructional resources, developing interdisciplinary courses, and for scholarship and academic conference travel. In addition, the Provost shall consult with the Faculty Development Committee prior to their evaluating proposals; in particular, alerting them to any current institutional needs that may make it desirable to further prioritize some of the items within the list above.

The fundamental purpose of the program is to provide means for SOU faculty members to advance professionally and to bring that advancement to the University in any creative manner available. Individuals and groups are encouraged to submit proposals for projects that enhance instructional improvement or other types of professional development. Instruction and professional development means improvement or enhancement in the classroom or in the specific professional area for which the grantee has been hired. Applicants should be as specific as possible both in terms of the project activity and budget.

### Eligibility

All faculty members in the APSOU bargaining unit holding at least a half-time, renewable appointment at SOU for the 2022-2023 academic year are eligible. Projects involving groups must have a majority of the group represented by the bargaining unit.

### Grant Period

The grant period is July 1, 2022 through June 30, 2023.

### Funds Available

The total amount of funding available is contingent upon CBA negotiations. Any expenditures prior to successor CBA negotiations concluding are at the faculty members' own risk if the negotiated amount is less than the sum of the contingently approved proposals.

### Application and Deadline

1) The completed PDG electronic application should be sent by e-mail to your **Program Chair and copied to [stubbinsp@sou.edu](mailto:stubbinsp@sou.edu)** by **Friday, March 18, 2022**. 2) Program Chairs will add their comments to the electronic application and forward it to the appropriate Division Director by Wednesday, March 23. 3) Division Directors forward applications to [stubbinsp@sou.edu](mailto:stubbinsp@sou.edu) by Friday, March 25. The electronic applications will be evaluated by the Faculty Development Committee and recommendations made to the Provost for approval.

### Questions

Contact Patrick Stubbins at 2-6114 if you have questions about these instructions or the proposal review process.

### Application Preparation and Evaluation

The completed electronic application will include the cover sheet (page 1), budget sheet (page 2), comments from the Program Chair and approval by the Division Director (page 3) and a complete project

description (pages 4-6). Additional electronic descriptive material corroborating your proposal may be attached as appendices where necessary.

The project description is limited to three pages (with standard type size and margins), and is attached as pages 4, 5, and 6. The description must indicate which criteria from the collective bargaining agreement this project will address. It must also explain the benefits of the project to the individual, program, division, and/or university, as well as the anticipated outcomes of the project. The greater the project's potential for instructional and/or professional development on a broad scale, the higher rating it is likely to receive. In times of limited resources, proposals may not be fully funded. Please prioritize your budget components.

Proposals will be reviewed and ranked according to the quality of ideas submitted, the clarity and completeness of the information provided, the degree to which they meet university instructional needs, and depth of support from the Program Chair. Normally, proposals will have a distinct advantage which show promise for improvement in instructional or professional development; applicability across the program, division, or university; and program descriptions and budgets that are explicit and cost effective. Professional Development Grants are approved by the Provost upon the recommendation of the Faculty Development Committee.

#### **Budget Sheet**

If the proposal includes faculty released-time for the grant activity, calculate replacement cost using part-time faculty rates, using the appropriate credit-hour rate recommended by your Division Director. Note: if the person hired to replace the grantee is paid at a higher rate than the amount covered in the grant, the academic program is responsible for covering the additional cost of the replacement, including the higher OPE. The maximum allowable released time is two courses per faculty member during the academic year.

If the proposal includes a summer stipend, this is a maximum of \$2,000 per person. Stipends are calculated by using the hourly rate of the applicant, multiplied by the number of hours the applicant will work on the project for which the stipend is requested. Contact Stacy Shaver ([shavers@sou.edu](mailto:shavers@sou.edu)) in the Provost's Office for your specific hourly rate. Multiply your hourly rate by the number of hours the project will take to complete.

For projects that include a request for summer stipend or grantee replacement salary, be sure to include OPE (Other Payroll Expenses). Multiply the proposed salary/stipend in Column 1 by the OPE percentage indicated to obtain the OPE amount and enter the OPE in Column 2. Add these amounts and enter in Column 3.

If you are estimating costs, you **must** itemize these expenses and show how you arrived at the final figures. These calculations can be attached as an appendix, if necessary. Expenditure requests for equipment must be shown to directly enhance instructional improvement and/or professional development. Travel funding requests will be examined carefully to determine their direct relevance to SOU program development. Requests for student wages will be a lower priority.

The Faculty Development Committee reserves the right to modify a proposed budget, or not approve a proposal, during its review of all applications. The amount of monies disbursed is not only a function of each application's merit, but also the amount of money available for distribution.