

PROFESSIONAL DEVELOPMENT FUND FACT SHEET
For
Lecturers and Teachers of Special Programs

What is the Professional Development Fund?

The Professional Development Fund awards are specifically dedicated to provide support for professional development of non-Senate faculty (NSF) covered by the Memorandum of Understanding between the University and the American Federation of Teachers (Unit 18). At the Irvine Campus, all Lecturers and Teachers of Special Programs are eligible to apply. The awards provide Lecturers opportunities to enhance their effectiveness in professional, pedagogical, and research areas.

The awards are available annually. Applicants may apply for funding to support upcoming conferences as well as for reimbursement for expenses for conferences or events attended since the beginning of the academic year. Preference will be given to applicants who have not received awards in the past. Awardees will be required, after completion of the project, attendance at conference, etc., to submit a short narrative describing and evaluating the benefit derived from the award.

Types of Awards:

The awards are divided into three tiers (categories). We anticipate that the majority of applicants will only request an award in one category, however, applicants may apply for multiple awards. Separate applications will need to be submitted for each award.

Tier 1 Awards may be granted in amounts up to \$1, 000.

Tier 1 Awards are to be used for such items as the following:

- Purchase of equipment, software, or books.
- Professional fees, subscriptions, and memberships.
- Conference attendance including travel and housing reimbursement for conferences such as professional, creative, writing workshops, colloquia, performance workshops, course work.

Tier 2 Awards may be granted in amounts between \$1000 and \$5000.

Tier 2 Awards are to be used for course release. (Employee is released from and paid for one course.)

Tier 3 Awards are in amounts \$5000 or more.

Tier 3 Awards are granted as paid leave for up to a quarter to devote time to a scholarly project.

Award Criteria:

All proposals will be evaluated on the merits and strength of the proposal. Such evaluation includes but is not limited to the following criteria:

- Relevance to furthering scholarly achievement and/or enhancing pedagogical endeavors.
- Applicant's preparation of the application package (including a curriculum vitae).
- Significance of the project to the University's mission of providing excellence in teaching, research, and public service, including a brief description of how the applicant will share new skills and knowledge with University community or use new programs to benefit that community.
- For Tier 2 and Tier 3 Awards, consideration will also be given to the overall value and strength of the project, as described in the formal written proposal.

Who may apply?

All Unit 18 employees may apply for an award. Only non-Senate faculty with Continuing Appointments will be eligible to submit requests for paid leave.

Application Procedures:

To apply for a Professional Development Award, applicants should submit the following:

For Tier 1 Awards:

- Complete the NSF Professional Development Award Application Form
- Attach a current curriculum vitae
- Submit the completed application to the Chair and Dean's Office for comment.

For Tier 2 Awards:

- Complete the NSF Professional Development Award Application Form
- Attach a written proposal with justification for the course release or leave. It should include a narrative describing the nature of the project and explanation of how the project will fulfill expectations described in the Award criteria.
- Attach a current curriculum vitae
- Submit the completed application to the Chair and Dean's Office for comment.

For Tier 3 Awards:

- Complete the NSF Professional Development Award Application Form
- Attach a written proposal with justification for the course release or leave. It should include a narrative describing the nature of the project and explanation of how the project will fulfill expectations described in the Award criteria.
- Attach two letters of recommendation from University colleagues qualified to evaluate the project.
- Attach a current curriculum vitae
- Submit the completed application to the Chair and Dean's Office for comment.

Application Review and Deadline Dates:

Once completed, the award application proposal should be submitted to the Department Chair for review. Chairs are encouraged to provide comments and recommendations on all Tier 2 and 3 proposals. After review by the Chair, the applications should be forward to the Dean. Deans are also encouraged to provide recommendations on Tier 2 and 3 proposals. If there are multiple proposals from one department, Deans are encouraged to rank them according to the criteria outlined above.

All applications are due in the Dean's Offices by **March 12, 2004.**

Once the Dean has reviewed the application, it will be sent to the Office of Academic Personnel. The final date for receipt of the proposals is **March 22, 2004.**

Following this deadline, the Council on Professional Development will begin to review the proposals. (The members of this council were appointed by the Associate Executive Vice Chancellor. Their names can be found at the end of this Fact Sheet.). The proposals will be ranked and the Council's recommendations will be sent to Associate Executive Vice Chancellor Herb Killackey for final approval. It is anticipated that the announcement of the awards will be made by early Spring Quarter.

Why are these funds provided?

All of the proposals for professional development must "be in support of pedagogical endeavors." For lecturers, instructional performance is measured by criteria such as:

- a. Command of the subject matter and continued growth in mastering new topics.
- b. Ability to organize and present course materials.
- c. Ability to awaken in students an awareness of the importance of the subject matter.
- d. Ability to arouse curiosity in beginning students and to stimulate advanced students to do creative work.
- e. Achievements of students in their field.

Rationale:

Given the above criteria, professional development necessarily includes attendance at professional conferences and meetings for the purpose of presenting research and learning about other scholars' research (addresses points a., b. and potentially c. above). Furthermore, the support of academic research e.g. via course release or via research assistance salary paid to the recipient of the award or other appropriate means helps ensure that criteria a., b., d., and e. are met. This is because active research resulting in publication not only obviously leads to mastery of subject matter and new topics in a particular field, and demands of the researcher a logical and useful organization of the materials in a particular subject, it also enables an instructor to stimulate and be able to direct creative work in a field by beginning and advanced students. Naturally, student achievement as measured by their own creative intellectual products is related to an instructor's knowledge of a subject and ability to direct student interest in intellectual endeavors in their chosen field such as attendance of special colloquia, familiarity with cutting edge research, etc. Finally, funding for software, development of software, appropriate technological equipment and training seminars are encouraged by the Professional Development Program.

Questions:

If you have any additional questions regarding the awards or the application process, please direct them to Pat Price, Assistant Vice Chancellor for Academic Personnel. She may be reached at (949) 824-5971 or via electronic mail at plprice@uci.edu.

On behalf of the Council, we encourage you to consider and participate in this award program.

Andrew Tonkovich, Council Chair
English and Comparative Literature

Paige Davis, English and Comparative Literature
Susan Earle-Carlin, Academic English/ESL
Linda Haas, English and Comparative Literature
Patricia Schneider-Zioga, Linguistics