



November 14, 2008

## LECTURERS

RE: Availability - Lecturer Professional Development Funds

As part of the new Memorandum of Understanding between the University and the American Federation of Teachers (AFT), each campus has been asked to establish a Professional Development Fund for non-Senate Faculty who are covered by the agreement. All Lecturers are eligible to apply.


Attached is information concerning the types of awards and a copy of the award application form. Instructions about the preparation of the award applications and the process for review are also included. Please note that the funding for this program is limited and the anticipated demand will no doubt exceed our ability to fund all proposals. There is a total of \$27,467 available for the 2008-09 academic year.

The application deadlines are as follows:

**January 20, 2009** Due in the Dean's Office

**January 30, 2009** Due in Academic Personnel

This information is also available on the Academic Personnel website: [www.ap.uci.edu](http://www.ap.uci.edu). If you have any questions, please contact Chanthou Sung, Sr. Administrative Analyst in the Office of Academic Personnel, at (949) 824-5103 or via electronic mail at [csung@uci.edu](mailto:csung@uci.edu).

  
Herber P. Killackey  
Vice Provost

## Attachments

cc: Deans  
Chairs  
Campus Personnel Officers  
Labor Relations  
Academic Personnel



PROFESSIONAL DEVELOPMENT FUND FACT SHEET  
For Lecturers

**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 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 two 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 must be submitted for each award.

**Tier 1 Awards may be granted in amounts up to \$1, 500.**

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 \$1,500 and \$10,000.**

Tier 2 Awards are to be used for any of the items in Tier 1 over \$1,500 or for course release. (Employee is released from and paid for one course as paid leave.)

**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 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 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 (Tier 2 Awards).

### **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. The leave is to be proposed for the 2008-2009 academic year.
- Attach a current curriculum vitae.
- Submit the completed application to the Chair and Dean's Office for comment.
- Paid leave requests must also include 2 letters of recommendation. These letters should evaluate the proposed project.

### **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 proposals. After review by the Chair, the applications should be forward to the Dean. Deans are also encouraged to provide recommendations on Tier 2 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 January 20, 2009.

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 January 30, 2009.

Following this deadline, the Council on Professional Development will begin to review the proposals. (The members of this council were appointed by the Vice Provost). The proposals will be ranked and the Council's recommendations will be sent to Vice Provost Herb Killackey for final approval. It is anticipated that the announcement of the awards will be made prior to the end of Winter 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.

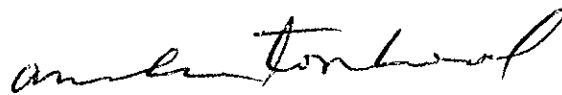
## Rationale:

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 Chanthou Sung, Sr. Administrative Analyst in the Office of Academic Personnel. She may be reached at (949) 824-5103 or via electronic mail at [csung@uci.edu](mailto:csung@uci.edu).

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



Andrew Tonkovich  
UC-AFT Local President

2008-2009

NSF PROFESSIONAL DEVELOPMENT AWARD APPLICATION

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_
DEPARTMENT/PROGRAM \_\_\_\_\_
TITLE \_\_\_\_\_ PERCENT TIME \_\_\_\_\_
FIRST EMPLOYED AT UCI \_\_\_/\_\_\_/\_\_\_ EMAIL ADDRESS \_\_\_\_\_

Instructions: To apply for an award, please complete this form.

For Tier 1 Awards - Attach a brief description of the proposed project and a copy of your curriculum vitae.

For Tier 2 Awards - Attach a written proposal with justification for the course release. It should include a narrative describing the nature of the project and an explanation of how the project will fulfill expectations described in the award criteria. Attach 2 letters of recommendation. Provide a curriculum vitae.

Forward the proposals to the Chair and Dean for their signatures and any comments.

TIER 1 AWARDS

- Supplies
Fees
Travel
Research Equipment, Books, Software
Other Research Assistance
Other (please explain)

Amount Requested

\$ \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

TIER 2 AWARDS

Annual Salary \_\_\_\_\_

\$ \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Chair/Director \_\_\_\_\_ Date \_\_\_\_\_
Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

FOR AWARD COMMITTEE USE ONLY:

Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

Amount of Support Requested: \$ \_\_\_\_\_

TOTAL AMOUNT AWARDED: \$ \_\_\_\_\_