

Faculty Development Policies

Faculty Development Grants

The Faculty Development Committee (FDC) has funds to support a number of professional activities, including faculty development, instructional development through the Teaching and Learning Committee, and Faculty/Student Summer Research Grants.

General Guidelines

1. Please use the electronic FDC forms when making applications for any grants. These may be obtained at the FDC's home page on the College's intranet where you will also find procedures and guidelines for these applications.
<http://www.kzoo.edu/knet/fdc/grlvhdl.html>
2. Applications must be submitted in a timely manner in advance of the anticipated expense. (In consideration of the Committee members' time, please submit applications no later than one week prior to the date of the event.) While the Committee attempts to serve the needs of faculty members and takes into account extenuating circumstances, it typically refuses funding for applications it receives after the proposed activity has taken place.
3. The maximum reimbursement for meals and tips while away from campus is a daily \$36 per diem, with \$27 per diem on days of travel. No records or receipts are required for reimbursement of these expenses. The per diem is to cover meals and incidental expenses including tips for services (IRS regulations). What this means is that you will receive \$36 per day to cover meals and all tips such as tips at the restaurant, tips for the bell boy at the hotel, tips for a car driver, etc.

There is no per diem or meal reimbursement for day trips. Example: you drive to Grand Rapids at 6:30 a.m. for a 9:00 a.m. meeting and return home at 6:00 p.m. IRS guidelines do not permit meal reimbursement for day travel.

4. Use of a personal car for transportation may be reimbursed at the rate established by the Business Office (currently at 55.5¢ per mile). Use of a College-owned car may be reimbursed for up to the fees listed on the Facilities Management Web site at www.kzoo.edu/facman/. Reservations for use of these vehicles should be made with Facilities Management, and you must notify Kitty Momburg so that she can provide the correct account number for the expense. If train or discounted airfare is available and less expensive, FDC may fund the lower rate. Flights from Kalamazoo to final destination cities such as Grand Rapids, Detroit, Chicago, etc. will not be reimbursed because the cost of train or car travel is so much less expensive.
5. Faculty making requests are asked to minimize costs through such means as sharing of rides and accommodations and purchase of discounted airfare tickets.
6. Receipts for reimbursement must be given to Kitty Momburg in the Provost's Office within 2 weeks of the travel or use of funds. Delays in reporting expenses make it

difficult for the FDC to know exactly how much money it has left to disburse. Kitty Momburg will also handle requests for travel advances. When you incur expenses associated with a FDC travel grant, you may submit valid receipts for immediate reimbursement.

Professional Development Projects and Travel Grants: Projects funded include research or creative projects, preparation of manuscripts for publication or presentation, as well as attending, officiating, or delivering papers at conferences, workshops, and professional association meetings.

Faculty members on full-time appointments are eligible to apply for Professional Development Grants. Part-time faculty or others who do not fall into the preceding categories will be considered eligible only with the Provost's approval. Please note that faculty with endowed chair funds are not eligible for FDC funding. Once approved, an electronic award letter will be sent to the faculty member's college e-mail address.

Grants for the purpose of attending a conference or annual meeting where one is not presenting a paper and is not a major participant may not exceed \$600. Grants for presenting a paper or otherwise actively presenting one's research/artworks will be funded fully up to \$1,600. Grants for chairing a session or participating in a panel discussion will be funded up to \$900.00. Grants for archival or site research will be funded up to \$900. All such grants are contingent upon budget availability.

Faculty are limited to \$1,600 per fiscal year in total FDC award funds. Professional librarians and physical education faculty are limited to one \$600 award per year.

NEW: Awards will not be given by both Faculty Development and the Teaching and Learning Committee for the same conference/workshop/meeting. Choose the funding method that best suits your request.

Instructional Development Grants: Grants starting at \$500 are available for faculty who would like to attend conferences on teaching, learning, and/or the scholarship of teaching. These grants may also be used by faculty interested in developing new courses or revising existing ones, and also for new pedagogical projects for use in the classroom. All faculty members on full-time appointments are eligible for these grants. Part-time faculty or others who do not fall into the preceding categories will be considered eligible only with the Provost's approval. Faculty interested in an instructional development grant should complete the on-line application found on the Faculty Development website and submit it electronically to the Teaching and Learning Committee.

Application should be completed and submitted electronically by Wednesday of 8th week. Please note that grants can be retroactive to the start of this fall quarter. TLC will meet to review applications and award the first round of grants by 10 week of fall quarter.

NEW: Awards will not be given by both Faculty Development and the Teaching and Learning Committee for the same conference/workshop/meeting. Choose the funding method that best suits your request, please.

Faculty/Student Summer Research Grants: The Faculty Development Committee provides grant money for faculty members involved in “Faculty/Student Summer Research” projects. In order to be eligible for funding, the following criteria must be met:

- 1) A student is invited into a faculty member’s research project.
- 2) The project is meant to be a collaborative effort between the faculty member and the student.
- 3) The project must benefit both the faculty member and the student.

Students receive stipends for actively participating in, or otherwise supporting, the faculty member's research. Research equipment and stipends for faculty are generally not funded. All faculty members on full-time appointments are eligible for these grants. Part-time faculty or others who do not fall into the preceding categories will be considered eligible only with the Provost's approval.

For consideration of funding, applications must be submitted electronically or by campus mail to Peter Erdi, in the Physics Department by the Friday of 7th week (Spring term). There is a limited amount of funding so late applications will not be considered. FDC will make a decision on the grant awards by the end of ninth week.

Other Grants: Information regarding other grants such as the Beeler One Quarter International Leave, LaPlante Faculty Grants, NITLE, etc. can be found on the Faculty Development website at <http://www.kzoo.edu/knet/fdc/>.

Leave of Absence Program

1. Purpose of a Formal Leave Program — The major purpose of any leave program is renewal. It is accepted that long-term effectiveness and excellence as a faculty member depends on self-renewal. As subject matter in each discipline expands with increasing rapidity—even crossing traditional disciplinary boundaries—renewal is essential for good teaching and scholarship. As a cornerstone of any faculty development program, leaves can promote effective teaching and help in recruitment and retention of a strong faculty. Thus, a leave program is advantageous to the professor granted the leave and is equally advantageous to the College.

Some direct uses of a leave could include the following:

- A. Renewal through some plan of study in one's field or a new field consistent with one's professional development and College goals.
- B. Teaching improvement, course revision, or new course or program development
- C. Scholarly research, professional writing or other creative activity.
- D. Travel related to one's teaching and discipline.

There may be other appropriate activities as well. The leave program described below is intended to provide a flexible structure for achieving both faculty and College goals.

2. Nature of the Kalamazoo College Leave Program — The leave program has four parts: 1) sabbatical leaves; 2) transitional sabbatical leaves; 3) academic leaves; and 4) unpaid leaves. Since the purposes and criteria for the various kinds of leaves differ, the administration of these parts of the leave program will vary somewhat, as indicated in subsequent sections. Granting of a sabbatical will depend both on approval of the faculty proposal by the Faculty Development Committee and an assessment by the Provost and the Chair of the appropriate academic department that the teaching needs of the College will be met.
 - A. Sabbatical leave - following at least six years of full-time service to the College and/or associated professional activity in College-approved programs or the equivalent, a faculty member is eligible to take one of the following leaves if approved:
 - 1) One quarter's leave (at full annual pay*), or
 - 2) Two quarters' leave (at eight-ninths annual pay*), or
 - 3) Three quarters' leave (at two-thirds annual pay*).
 - B. Transitional sabbatical leave - for teaching faculty members planning retirement prior to age 65 (See section on Faculty Retirement Policy for specific eligibility requirements).
 - C. Academic leave - any faculty member who has successfully completed the first retention review may apply to receive one quarter's leave at full pay.
 - D. Unpaid leave - any faculty member may apply *to the Provost's Office* to receive one or more quarters' leave without pay.
3. Criteria for Judging Leave Applications — All leave applications must include evidence of consultation with the relevant department and division chairs, and other program directors, as appropriate, to assure: 1) continuity and continued strength of offerings and programs during the leave; and 2) the best possible coordination of the faculty member's and College's needs or goals. All leaves require the approval of the Provost. Additional information on criteria and procedures for applying may be obtained from the Faculty Development Committee. Some general criteria and special considerations for the four categories of leaves follow:
 - A. Sabbatical leave - this kind of leave represents the College's long-term investment in the development of its continuing faculty. As such, the criteria for the awarding of a sabbatical leave balance institutional needs and goals with those of the faculty member involved.

Among the specific considerations for the granting of sabbatical leaves are these:
1) quality of the proposed project; 2) schedule of previous leaves; 3) evidence of

* The faculty member is covered by the same fringe benefits, at the same level, with the College paying its normal share as if he or she were teaching on campus. Contributions to the TIAA/CREF retirement program, in this instance, are determined on the basis of full annual salary, not the reduced amount.

- productivity of previous leaves; and 4) likelihood of long-range contribution of the leave to the enrichment of the College environment.
- B. Transitional sabbatical leave - the specific conditions of this type of leave are guided by conditions set out in the section on Faculty Retirement Policy and are subject to agreement between the faculty member and Provost.
 - C. Academic leave - there are two general purposes for academic leaves: 1) for program development—to give faculty members time to create or improve courses, curricula, or other programs needed to implement changes planned by the College; and 2) for other scholarly work or creative endeavors which would eventually be expected to positively influence one's teaching and professional development.

Important considerations for the granting of program development leaves are the following: 1) evidence of College support for the proposed objective (e.g., from the Educational Policies Committee or the Academic Administration) and 2) specificity of programmatic outcomes.

Academic leaves are intended to complement the sabbatical leave program, providing opportunities for both tenured and untenured faculty to undertake projects too large to be completed within a single "off" quarter. In all cases the quality and specificity of the proposed activity and outcomes are important considerations, including evidence of productive use of the normal off quarter in association with the project. Because these leaves are funded by a variety of endowed and budgeted sources, they vary somewhat in criteria and eligibility. Additional information about research leave opportunities can be obtained from the Faculty Development Committee.

- D. Unpaid leave - while such leaves might be granted for a variety of purposes, usually unpaid leaves fulfill needs, personal or professional, of the faculty member involved. Faculty members should direct requests for unpaid leaves to the Provost; the Faculty Development Committee does not usually act on these requests.

Further policy on personal and academic leaves is covered in Section 9: "Leave and Flexible Workload Policy" of the Faculty Handbook.

- 4. Conditions of Accepting College Support for a Leave — Except for the transitional sabbaticals, a faculty member granted a sabbatical leave is expected to return to Kalamazoo College following the leave and teach for at least one academic year from the date of return. Similar conditions may be imposed upon academic leaves at the time of their granting. Upon return from a sabbatical leave, the faculty member is expected to file a written report of the leave program with the Provost's Office and the Faculty Development Committee. When appropriate, the faculty member may also be asked to give an oral report to the faculty.

5. Financing the Kalamazoo College Leave Program — The expense of the College leave program is borne by the Instructional Budget. Supplemental funds are occasionally available to the College from external sources. In view of the fact that these budgetary allocations are limited, acquisition of outside supporting funds is essential to maximize participation in the leave program.

Each year, various private and corporate foundations and federal agencies provide special programs and grants for faculty development and research projects. Any comprehensive leave program should take these opportunities into consideration, both for the resources they provide and for the prestige they bring to the individual and to the College.

Individual faculty members who secure such grants contribute thereby to the total leave program. They release College funds to support those who, although otherwise eligible, might be denied support because of lack of funds.

Each faculty member applying for a leave under the College leave program is, therefore, urged and encouraged to file applications with one or more outside organizations. Such organizations include NSF, ACS, NIH, DOE, Ford Foundation, NEH, Fulbright, and, increasingly, corporate, private, and international agencies and foundations. Faculty intending to take leaves should plan sufficiently far in advance so as to take into account application deadlines of appropriate support programs. Information regarding various foundations, federal grants, and other opportunities may be obtained from the Assistant Provost for Institutional Support and Research, the Development Office, or the Faculty Development Committee. Since the College attempts to provide incentives to those receiving substantial outside support, applicants for leave are expected to inform the Faculty Development Committee about their efforts to obtain outside funding.

6. Income and Expenses During Sabbatical Leaves — A faculty member may receive outside funds during the sabbatical year; however, all such sources of additional income must be reported to the Provost's Office. These funds may be used by the faculty member to cover the difference between full salary and the fraction of salary provided by the College. In addition, he or she may, with the approval of the Provost's office, use funds over and above full base salary to cover: 1) unusual living and travel costs in connection with scholarly work or study away from home; and 2) expenses for books, tuition, equipment, etc. connected with the leave project. The faculty member must submit an estimate of income and expenses to the Provost's office prior to accepting the outside funds.

To the extent that outside funding is greater than the amount represented by the aggregate of items in the above paragraph, the College may reduce its contribution.

7. Administration of the Leave Program — The development of policies and procedures and their implementation is to be carried out by the Faculty Development Committee in consultation with the Provost. The Committee's recommendations on the awarding of leaves are forwarded to the Provost who, in turn, forwards the Committee's

decisions and the Provost's own recommendations to the President. The President is the final authority in the awarding of leaves.

The Provost's Office reserves the right to review the arrangements, both financial and programmatic, of successful applicants prior to the start of their leaves of absence.

To ensure that FDC will be able to fund as many faculty as possible, we ask that you indicate to the Provost, as soon as possible whether you are intending to apply for an academic leave. FDC asks that applications for sabbatical and one-quarter academic leaves be submitted no later than the Friday of sixth week of fall term.

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