

CALL FOR PROPOSALS

Professional Development Excellence Pool for Full-Time Non-Tenure Track Faculty

Eligibility:

Full-time NTT faculty
Who have completed at
least one
Full Performance Review

Proposal Deadlines:

The first Friday of:
September
November
January
March
June

Announcement of Awards:

No later than eight
weeks after the proposal
deadline.

In order to support the professional development activities of bargaining unit members and to assist members in preparing for the promotion-based advancement structure, the University will establish a Professional Development Excellence Pool available to all full-time NTT faculty. Funds will be awarded for those professional development activities which have a clear connection to the professional advancement of bargaining unit members and enhance learning and educational excellence.

General Criteria

Approved proposals will be designed to:

- Upgrade professional skills, such as those that directly impact learning, teaching, technical/professional certification
- Acquire new skills, such as educational technology training, bringing unique aptitude, talents, experience, and knowledge that fulfill some aspect of the larger university mission, or creative processes that make connections across disciplines
- Assure intellectual and professional development that will be of benefit to the individual and the university, such as distance learning, service learning, special projects, presentations, grant activity

The applicant must provide in the proposal his/her intent to continue employment with the University if continued employment opportunities are available, and must inform his/her Chair and/or Dean of the proposal prior to its submission.

Submit your
application via
Google Forms

<http://bit.ly/NTTPDEA>

For more information

Contact Robert Logan

rlogan@kent.edu

Eligibility

All full-time NTT faculty who have completed at least one Full Performance Review are eligible to apply for funds from the Professional Development Excellence Pool.

Applicants working on collaborative projects must indicate whether they are splitting one award or requesting full awards for each collaborator, depending on the scope of the project.

Bargaining unit members may apply for funds in any amount and may submit multiple proposals during the year. Total funds available for this Pool have been limited to \$125,000 each year, with 10% of this amount reserved for the discretionary use of the Provost.

Questions should be directed to the NPAC Chair, Robert Logan (rlogan@kent.edu), or the Office of Faculty Affairs (vcourie@kent.edu).

Expectations

Bargaining unit members who receive funds from the Professional Development Excellence Pool shall submit a brief written summary of the activity to the Provost, or the Provost's designee, with a copy to the unit administrator before the end of the semester in which the bargaining unit member received a Professional Development Excellence Award.

NOTE:

It is recommended that faculty who seek leave time apply a semester in advance as this may require an adjunct substitute or other departmental plan to cover your absence.

Procedure

PART 1: Proposal Guidelines (Form is on Google Docs—do not omit any of these sections)

Section I: Goals.

Clearly state the goals of the professional development activity. Define the audience to whom the professional development activity is addressed. Explain in detail how the professional development activity will enhance learning and educational excellence.

Section II: Anticipated Impact.

Explain who will be affected by this professional development activity and in what way. Describe how you plan to integrate the knowledge and skills gained in this professional development activity into your work, teaching or practice.

Section III: Procedure, Timeline and Budget

Provide brief budget and action plan and/or timeline appropriate to this request. Please be sure to note the dates of your activity, including travel dates, and any details that might assist the committee in understanding the project more thoroughly. Costs for meals, transportation, lodging conference fees, and any other anticipated expenses should be identified, and must be in compliance with University travel policy ([7-02.8](#)). **All Proposals for travel must include a web URL to the conference, convention or event location. The committee will not review submissions that lack this information.**

Section IV: Evaluation

Explain how you will evaluate the success of your professional development activity. Describe specific assessment plans and procedures.

Section V: Communication of Results

Discuss ways you will communicate the results of your professional development activity to others in the University, colleagues, or students. For example, are your intentions to publish the results or disseminate through presentations or professional meetings?

Section VI: Professional Background

Provide a brief description of your professional background as it relates to this project. Do NOT include your vita or resume.

For assistance with Google Docs contact Robert Logan at rlogan@kent.edu or Vanessa Courie at vcourie@kent.edu.