

# 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 Richard Mangrum  
[rmangrum@kent.edu](mailto:rmangrum@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,  
Richard Mangrum  
([rmangrum@kent.edu](mailto:rmangrum@kent.edu))  
or the Office of Faculty  
Affairs  
([vcourie@kent.edu](mailto: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 Richard Mangrum at [rmangrum@kent.edu](mailto:rmangrum@kent.edu)  
or Vanessa Courie at [vcourie@kent.edu](mailto:vcourie@kent.edu).*