

TEACHING COUNCIL FACULTY GUIDELINES AND DEADLINES

Effective May 12, 2011

Amended June, 2017

The Faculty Assembly Teaching Council, in order to serve the faculty more efficiently and equitably, has developed the following “Guidelines and Deadlines” for faculty funding requests.

- Faculty seeking funding for programs or projects from the *Faculty Development and Enrichment Fund* should consult the Faculty Handbook, Section 2.16, for guidance concerning eligible programs and projects. As of Oct., 2016 ALL faculty are eligible to apply for Teaching Council Funds.
- Faculty choosing to apply for funding from the *Faculty Development and Enrichment Fund* must follow the Application Process directions found in the Faculty Handbook, Section 2.16, C.3. The Faculty Development and Enrichment Application can be found either on the Teaching Council website or as an appendix of the Faculty Handbook.

In addition to what is found in Sec. 2.16, C.3, this application must include which courses (Discipline/Number) will be aided by the applicant’s activity or conference.

- Submission of a fully completed and signed “Development and Enrichment” request proposal must be submitted to the Faculty Assembly Teaching Council on or before one of the following three deadline dates to be considered. Please bear in mind that the faculty application must be approved and signed by the Department Chair and College Dean before submission to the Teaching Council (Faculty Handbook, Section 2.16, C.3).
 - ♣ Third complete week of October by Friday midnight
 - ♣ Third complete week of February by Friday midnight
 - ♣ Third complete week of April by Friday midnight
- As indicated in Sec. 2.16, C.7, the successful applicant will need to supply a 1-2 page accountability report, but it will not be necessary to give these reports to the department head and college dean as indicated by the Faculty Handbook. These brief reports will be posted for public consumption on the Teaching Council website primarily for professional enrichment.
- The Teaching Council shall meet within ten working days of each deadline to consider the submissions before it. Section 2.16, C.1, of the Faculty Handbook, “Development and Enrichment Policy”, shall guide the Teaching Council’s decision-making process. Additionally, the Teaching Council shall not provide funding for:

♣ Per Diem

♣ Hotel expenses exceeding the maximum per night amount allowed in travel requests by the University.

- The Teaching Council shall evaluate and rank order submitted proposals from each time period. The Teaching Council shall indicate the dollar sum recommended. This information and the signature of the Teaching Council Chair will be indicated on the Faculty Development and Enrichment Rating Form. This form, along with the complete submitted proposal, shall be forwarded to the Vice President for Academic Affairs. The Teaching council shall advise the applicant via email of its determination. The Teaching Council's responsibilities to the applicant end here.
- From this point forward, it is the responsibility of the applicant to follow up the funding process as needed with relevant authorities.
- The Vice-President for Academic Affairs shall, according to the Faculty Handbook, Section 2.16, C.4, notify the Faculty applicant, Dean, Department Head, and general faculty of the final determination.