

Professional Development Grants

A. Eligibility

1. All persons with continuing full-time faculty status are eligible for professional development grants.
2. No one may be awarded professional development grants in two consecutive years.

B. Application Procedure

1. Applications for professional development grants are due to the Rank and Tenure committee by **October 15**.
2. Applications will consist of:
 - a. A summary of the proposed project that includes a statement of how the project relates to professional growth of the faculty member in terms of the criteria used for promotion and tenure decisions. These are, in order of priority:
 - i. Quality and effectiveness of teaching
 - ii. Educational attainment
 - iii. Scholarship and creative activity (including the four classes of scholarship, i.e. Scholarship of Discovery, Integration, Application, and/or Teaching)
 - iv. Support of the mission and objectives of the college
 - v. Institutional responsibility
 - vi. Community involvement.
 - b. A budget of requested funds.
 - c. A timeline of the implementation of the project.
 - d. An agreement to disseminate the results of the project to both the Rank and Tenure committee and the faculty of the college. A written report of the project's outcomes is due to Rank and Tenure by **October 15** of the year after the award of the grant. Dissemination to the faculty may be done by a report, posting on the internet, workshop, seminar, or another similar manner.
3. The Rank and Tenure committee will decide the recipients of these grants by November 15.

C. Dispersal of Funds

1. Funds will be dispersed through a budget line-item.
2. In event of multiple recipients of an award, a primary member will be designated responsible for budget decisions.