



## Center for Faculty Development Fund Requests

**Purpose:** Provide faculty funds for developmental activities not available through other sources at the university.

**Eligibility:** All full-time UHCL faculty; we especially encourage applications from junior faculty. Group submissions are allowed.

**Anticipated Individual Award:** Because we want to maximize the number of faculty who benefit from the awards, we anticipate the maximum award will be \$1500 (may vary based on current department budget).

**Proposals Due By:** **Monday October 2<sup>nd</sup>**

Note: We anticipate our next round of funding will be in March 2024. If you discover an opportunity that does not fit with these proposal dates, you may inquire about off-cycle funding. Off-cycle funding is only allowed if funds are needed before the next funding cycle.

**We currently have three tracks of funding:**

### **Track 1 - Developing and Transferring Knowledge & Skills**

*Goal:* Increase on-campus expertise that can be transferred to other faculty

*Requirements:* (1) Improve your knowledge and/or skills, and (2) improve knowledge and/or skills of other UHCL faculty

Examples of activities in this track includes:

- Attend a teaching conference and present information from that conference to UHCL faculty
- Attend an academic skills workshop and present information from that workshop to UHCL faculty
- Attend an academic leadership conference and present information to aspiring UHCL faculty leaders

*Products:* After gaining the knowledge, it is expected that a product will be developed for UHCL faculty. This product could be a workshop for faculty, Blackboard module, etc. Typically, faculty are ineligible for another request until the product is delivered.

### **Track 2 – Creating a Resource Product or Event**

*Goal:* Provide faculty with a resource they need, which will improve their work at UHCL

*Requirements:* Creates a useful product or event for a broad group of faculty

Examples of activities in this track includes:

- Organize a professional development conference or workshop at UHCL that has broad faculty appeal

- Develop a resource product (e.g., mentoring workbook) that can be shared broadly with the university

*Products:* Generally, there is a final product that can be used through open-source or a creative commons license that allows current and future faculty to use. Typically, faculty are ineligible for another request until the product is delivered.

### **Track 3 - Improving Faculty Mentoring Networks**

*Goal:* Improve your or other faculty members' internal or external mentoring network

*Requirements:* Clear plan of how this activity would increase the breadth, depth, or quality of your mentoring network.

Examples of activities in this track include:

- Travel to a small disciplinary meeting with high levels of participant interaction
- Travel to another university or industry setting to make connections
- Invite potential mentor to travel to UHCL for consultation/workshop
- Purchase books, webinars, or other materials to assist with a faculty mentoring program

*Products:* At the end of the plan, you will be asked to describe how the activity has improved your or other faculty members' mentoring network. Typically, faculty are ineligible for another request until the product is delivered.

#### **Funding Limitations:**

- Activity must follow university spending regulations and funds must be spent before 5/31/2024.
- Funding for local food is very limited.
- Typically, a faculty member may only receive \$1500 total from these awards during a fiscal year.
- Track 2 funds can request stipends for individuals performing the work in the creating the resource.

#### **Assessment:**

As part of the responsibilities of receiving the award, faculty are expected to participate in assessment of any awards.

#### **Proposal Selection:**

The Faculty Advisory Board for the Center for Faculty Development evaluates the proposals and makes recommendations for funding. The Faculty Advisory Board looks at the following criteria for each track.

##### **Track 1 – Developing and Transferring Knowledge**

- Impact on the proposer's faculty development
- Impact on the development of other UHCL faculty
- Cost effectiveness of the proposal

##### **Track 2 – Creating a Resource Product or Event**

- Impact on the ability of other UHCL faculty to perform their work

- Cost effectiveness of the proposal

#### Track 3 – Mentoring Network

- Impact on the proposer’s (or other faculty members’) mentoring network
- Impact on the proposer’s (or other faculty members’) faculty development
- Cost effectiveness of the proposal

**Questions:** Please contact Robert Bartsch at [facultydevelopment@uhcl.edu](mailto:facultydevelopment@uhcl.edu)

## Proposal Submission

To submit a proposal, please answer the following questions and submit with a current CV to [facultydevelopment@uhcl.edu](mailto:facultydevelopment@uhcl.edu) on or before **Monday, October 2<sup>nd</sup>**.

- 1) Name, College, and Faculty Rank
- 2) Describe the faculty development activity (typically less than 200 words)
- 3) Include a budget for the activity. Please include all expenses, how much you are requesting, and other sources of funding, including self-funding. Funds need to be encumbered by May 31, 2024.
- 4) State whether this funding is eligible for FDF/FDSF funding
- 5) State whether you have received any other CFD Fund Request since Fall 2020
- 6) Indicate which track you are applying for and answer the following questions for that track:

#### **Track 1 – Developing Transferable Expertise**

- A) Describe how it benefits you as a faculty member
- B) Describe how it would benefit other UHCL faculty
- C) Describe how you might share any knowledge or skills learned with other UHCL faculty

#### **Track 2 – Creating a Resource Product or Event**

- A) Describe the resource product or event
- B) Describe how the resource product or event would impact other UHCL faculty

#### **Track 3 – Improving Your Mentoring Network**

- A) Describe how this activity would benefit your faculty development
- B) Describe and detail how this activity will improve your or other faculty members’ mentoring network including:
  - What mentor/mentee connections would be made with these funds?
  - What area would this mentor likely benefit? (e.g., teaching, research, career development)
  - What would this mentor provide? (e.g., knowledge/skills, collaboration opportunities, substantive feedback, access to opportunities, career development guidance, external review letters, etc.)