

PROFESSIONAL DEVELOPMENT ACCOUNT “PERMANENT” PART-TIME FACULTY

Rowan University recognizes the important role part-time (3/4) faculty play in the delivery of instruction. In support of these part-time faculty, and in an effort to assist them in their efforts to enhance their professional development and support their efforts to remain current in their discipline, Rowan University has established a professional development account with the specific purpose of enhancing their skills and abilities in the area of instruction.

I. PURPOSE

The purpose of the program is to advance the permanent, part-time faculty member's knowledge of his/her field and/or to support the creative activity in the arts and related fields. The kinds of activities and initiatives that could be supported include: purchase of books, journals, materials, equipment, software, etc.; travel and conference registration.

II ELIGIBILITY

All “permanent” part-time faculty who have served at the University for at least three consecutive years and who have, or who are expected to have, an employment contract for the following year are eligible to apply for this funding (participation in the program is contingent upon continued employment). Funds will be allocated for the following year from the time of the application and approval and must be expended within that following year in accordance with all policies and procedures in place at the University.

III. FUNDING LEVELS

The professional development account for part-time faculty will be funded a total of \$10,000 for academic year 2008-2009. The maximum funding level for any single grant will be \$1,000.

IV. PROCESS

1. Eight (8) copies of the application must be submitted to the Office of the Associate Provost for Research, Memorial Hall by **Tuesday, April 1** at 4:00, p.m.
2. 12 point font is recommended. Proposals can be single-spaced with a line break between paragraphs.
3. All awards must be expended by the end of the fiscal year in which the grant is awarded.

Proposals must include a title page and a precise description of the project so that reviewers not familiar with the discipline will be able to better understand the proposal.

A statement of the relevance of the project and how it will enhance/improve instruction as well as how this project relates to institutional goals and priorities, particularly those identified in the vision statement and/or University Plan, must

also be included.

Proposals must include a curriculum vitae of the applicant.

V. BUDGET GUIDELINES

An itemized budget must be included. This would include the specific costs of any purchases and expenditures that will be undertaken. All equipment, books, and other non-expendable supplies purchased with these funds are and will remain the property of Rowan University.

All funds must be expended within the next academic year in accordance with the deadlines and regulations established by the Division of Administration and Finance.

Grant recipients must submit a brief report on the results of the grant to the Associate Provost for Research, with a copy to their dean.

VI. UNIVERSITY NFSG REVIEW COMMITTEE*

The University committee will be chaired by the Associate Provost for Research and include one College Dean and six faculty members, one from each college.

The Committee will review all grant requests to determine that the application guidelines were followed and assign a priority score based on the significance and quality of the proposed project.

The committee will then forward the prioritized list to the Deans Council where funds will be allocated.

Application for and Professional Development Account

Name: _____

Phone extension: _____ e-mail address: _____

Department: _____

Title of Project: _____

_____ I am a permanent part-time faculty member who has served at the University for at least three consecutive years and who has, or is expected to have, an employment contract for the following year.

Total amount requested (limited to \$1,000 for Professional Development Accounts):

For Committee Use Only

_____ Recommended

_____ Not Recommended