

VIRGINIA WESLEYAN COLLEGE

GUIDELINES FOR FACULTY DEVELOPMENT PROPOSALS

The Nature and Purpose of the Program

Each year the college provides funding for several faculty development projects. This funding is available as grants to individuals or for teams of faculty. The primary purpose of this program is to encourage a wide range of professional development activities.

Projects may include research aimed at publication, the enhancement of teaching effectiveness, development of interdisciplinary interests, the design of innovative and/or interdisciplinary courses, and experimentation with new instructional modes. Funds may be used to cover travel necessary for carrying out research. Projects may also include attending seminars, short courses, or similar activities.

Guidelines for Preparing Proposals

Each proposal should have a completed title and cover/budget sheet (attached). Please sign the title sheet but not other pages of the proposal. Past readers have asked that the anonymity of writers be preserved insofar as possible. A number will be assigned to each proposal.

Faculty who have not previously received a grant will be given special consideration. As a rule, one person will not be assigned a grant two years running.

In presenting your proposal, please develop a succinct narrative in which you describe the nature and scope of your project (two pages normally provide sufficient space). In particular, please note the possible impact of the completed project on your own professional development, on the college, and/or on the scholarly world at large.

Indicate the time-frame in which you intend to pursue your work and show how this relates to the scope of the project.

While the purpose of a development grant does not include the purchase of instructional materials, such materials may be requested in your budget if it can be shown that they are integral to the project. Note what the disposition of such materials is to be, once the project has been complete.

Provide a specific budget on the cover/budget sheet, noting how funds are to be used. Normal categories will include such items as: travel, fees for seminars, release time, and material

essential for carrying out the project.

In relation to release time, please note that available funds are not sufficient to cover what one might have earned if teaching full time. The grants are intended to provide incentive and perhaps to free persons who might have opted to teach a summer class. To be eligible for funding at the maximum level in a given year projects must encompass the equivalent of at least one full month.

You may find it helpful to review the following guidelines which are provided for readers who evaluate proposals:

Guidelines for Readers

Reviewers should first note if the proposed project falls within the general aims of the program or has an equally acceptable aim. Please evaluate proposals using the following guidelines:

Is the project carefully conceived?

Does it have a definite focus?

Does it have clear objectives?

If a project is for course development, is it innovative?

Does the attendant research have implications which reach beyond the course itself?

Is the budget well explained and realistic?

Has the writer given a convincing presentation as to how the project may affect

a. his or her own personal development as a teacher and scholar?

b. the college's educational program?

c. the scholarly world in general?

(revised 03/30/06)

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Faculty Development Grant Proposal

Cover Sheet and Budget

Assigned Number: (for office use): _____ Date_____

Project Title:

Describe specific time span for project:

Please give a brief description of the nature of the project and its desired outcomes:

Guidelines for Budget

Please provide a specific budget for the proposed project. Funds may be used to cover release time, travel/study, seminar fees, and similar expenses. (Normally, funds are not available for purchase of equipment or materials unless they are an integral part of a research project).

Itemized budget:

Total amount requested:

Virginia Wesleyan College

Faculty Development Grant Title Sheet

Name: _____

Date: _____

Title of Project: _____