



To: Provost and Vice Chancellor Elisha Baker,
University of Alaska Anchorage

Fr: Kimberly Swiantek,
UAA Governance Office

Re: Faculty Handbook Changes

On March 1, 2013 the Faculty Senate approved revisions to the Faculty Handbook brought forward by the Faculty Grants and Leaves committee. Revisions were made to:

- **Chapter IV**
- **Chapter V**
- **Sabbatical Application**
- **Research Travel Grant Coversheet**
- **Faculty Development Grant Template Form**

Please see the attached documents for more information.

If I may be of further assistance, please let me know.

Provost

Approved Disapproved

Comments:

E. Baker, IV

15/03/2013

Elisha Baker, Provost and Vice Chancellor

Date

Chancellor

Approved Disapproved

Comments:

T. Case

14/03/2013

Tom Case, Chancellor

Date

FACULTY DEVELOPMENT AND RESEARCH TRAVEL GRANTS

Faculty Development Fund Guidelines

The Faculty Development Fund exists to aid the growth and development of individual faculty members at this institution. Project proposals may involve creative activity, research, writing, training and study, and program development. Projects are ranked and funded on the basis of their merit.

Historically, the Awards Committee has given low scores to applicants for equipment or supplies not directly related to the specific development project. When a project proposal is contingent on the candidate's acceptance into an institute or seminar, a letter of support from the sponsoring organization is required before funds will be released. The Faculty Development Fund is not designed to recognize or compensate teaching activities.

In addition to the institutionally sponsored Faculty Development Fund and Faculty Research Travel Grants, there may be faculty funding through the Center for Faculty Excellence (CAFÉ) (www.uaa.alaska.edu/cafef), and there are opportunities for research and development support external to the university. The Associate Vice Provost for Research (www.uaa.alaska.edu/research) in the Office of Academic Affairs has information regarding these possibilities, as does the Consortium Library (consortiumlibrary.org). Call (907) 786-1921 with questions.

Eligibility and Fund Limitations

- A. All proposals must be submitted by a full-time faculty member(s). Term faculty are eligible to apply but must have a contract for the period of the grant. Administrative faculty, adjunct faculty and staff are not eligible to apply.
- B. The total amount awarded for any one faculty member may not exceed \$4,500 per fiscal/academic year. For any one faculty member, no more than \$3,000 will be awarded for monies spent for account codes 1000 and 3000 combined, and no more than \$2,000 spent for account codes 2000 and 4000 combined. The total amount awarded for any one faculty member may not exceed \$4,500 per fiscal/academic year.

| Account Codes | |
|----------------|--|
| 1000 | Personal Services (salary/benefits) |
| 2000 | Travel (direct transportation only) |
| 3000 | Contractual Services (e.g. printing, mailing, conference registration) |
| 4000 | Commodities (e.g. supplies) |
| \$4,500 | Limit per fiscal year. |

Funding Notes:

1. Note: Personal services must include benefits, and Travel expenses are limited to direct transportation expenses. Per diem expenses for food and lodging are not allowed.
 2. There should be no exclusive equipment purchases (limited to the use of the individual) in the proposals. Candidates should indicate how equipment could be of further use to the institution after project completion.
 3. Salaries must include benefits. This means that if the award in the personal services category is \$3,000, a portion of it must be deducted to cover benefits. To compute benefits, use the current faculty/staff benefit rates. Please confirm benefit rate with the Human Resources office when calculating benefits for faculty and students receiving salary support from this grant fund.
 4. When a project proposal is contingent on the candidate's acceptance into an institute or seminar, a letter of support from the sponsoring organization is required before funds will be released.
- C. A faculty member may apply for more than one award in a fiscal year as long as the totals for each object code do not exceed the limitations noted above in item B and the \$4500 limit is not exceeded.
 - D. Joint proposals of up to three faculty may be submitted; however, all funds must be charged against the limits of a faculty member. Joint proposals should be presented as a complete unit. For example, a joint proposal could charge \$2,500 in personal services to faculty member A and \$3,000 to faculty member B. A joint proposal could not pay \$1,500 in salary to faculty member A and \$4,000 in salary to faculty member B, although it could pay \$5,500 to one research assistant to help both faculty members.

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Comment [MKB1]: Moved this to the "Funding Notes" section

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Comment [MKB3]: Moved all funding related items to this section.

Comment [MKB2]: Current rules added to clarify eligibility.

E. Faculty members may apply for funding in both the research travel and faculty development categories but can be funded for the same purpose from only one funding source. Anyone receiving travel money under this program may not receive travel money from the Research Travel Fund to meet the goals of the same proposal.

F. Faculty are not eligible to personally receive salary money from the Faculty Development Fund during the time they are on sabbatical leave. However, a faculty member may receive funds from account code 1000, for example, to hire research assistants.

F.—

Evaluation Committee

A. The Faculty Grants and Leave Committee will serve as the evaluation committee.

B. The evaluation committee is seated from September 1 through August 31, with the expectation that members would serve for one full year, but never less than six (6) months (i.e., from September 1 to February 1, or from February 1 to August 31). Committee members who refuse to serve for at least six months should be considered ineligible for an award for at least one full year.

C. No evaluator may serve on a committee deciding the granting of funds during the funding period in which the evaluator or a member of the evaluator's immediate family has a funding proposal under consideration. No evaluator may serve on a committee deciding the granting of funds during the funding period a proposal is submitted by a faculty member with whom the evaluator is doing collaborative work directly related to the said proposal. Prior to the first meeting of each academic year, a representative pool of past FGLC members will be compiled by the Office of Academic Affairs. The pool will be used to select appropriate substitutes to replace FGLC members who are unable to attend scheduled meetings due to a conflict of interest or for other reasons. The committee chair will select representative substitute(s) from the pool.

D. Administrative Services should facilitate budgeting transfers among account codes 1000, 2000, 3000 and 4000 if expenditures do not achieve the approximate pattern which follows:

| | | |
|------|-------------------|-------|
| 1000 | Personal Services | 64.0% |
| 2000 | Travel | 6.0% |

| | | |
|-------|----------------------|--------|
| 3000 | Contractual Services | 12.4% |
| 4000 | Commodities | 17.6% |
| TOTAL | | 100.0% |

Process for Committee Considerations of Faculty Development Fund Proposals.

A. Proposals for Faculty Development Fund grants will stand on their own merit. Questions will not be addressed to applicants nor will applicants be invited to make presentations.

B. Faculty Development proposals will be considered at a public meeting specifically called for that purpose. A quorum for the meeting(s) shall consist of two-thirds of the members of the whole committee.

C. All committee members will review the proposals prior to the meeting(s).

D. Each member will fill out the rating sheet and then rank the proposals from the highest raw score to the lowest.

E. The initial member rankings will be submitted to Faculty Services in the Office of Academic Affairs two days prior to the meeting. The individual member's rankings will be combined to produce the initial committee ranking.

F. The committee members will examine the ranked list of Faculty Development proposals at the public meeting called for that purpose.

G. The committee, by a majority ~~two-thirds~~ vote of members present, may identify a proposal as unacceptable and, therefore, to be withdrawn from further consideration. In this case, the reasons for this view will be conveyed to the author of the rejected proposal.

H. The committee, by a two-thirds vote of members present, may decide to accept the initial ranking as final. If this occurs, steps I to J will be omitted. Failing by a two-thirds vote, the committee will proceed to step I.

I. The committee will discuss each proposal, and discussion will be limited to ten minutes each.

J. Rankings will be modified based on committee discussion.

~~Upon completion of discussion of the proposals, the committee members will individually rank all proposals. These individual rankings will be combined to produce a committee rank.~~

K. Upon the completion of the ranking, the committee chairperson will transmit the committee ranking and a list of unacceptable proposals to the Provost for final award of

Comment [MKB4]: Deleted section on budget percentages – is outdated and caused confusion for applicants

Comment [MKB5]: Change suggested by committee

Comment [MKB6]: Better describes the process used by the committee.

funds. That list shall be transmitted to the Faculty Senate as part of the record of committee action.

- L. The committee shall maintain a record of its proceedings and shall keep all records of rankings.

Application and Funding Process

- A. Applications should be submitted to the Office of Academic Affairs by the deadlines below.
- B. Two grant rounds shall be established in each fiscal year, from July 1 through December 31 (Round I), and from January 1 through June 30 (Round II). Not more than fifty percent of the available funds shall be awarded during the first granting round.

NOTE: For Round I funds, all expenditures must be complete and processed during the July 1 – December 31 funding period, including travel. Any Round I funds remaining on December 31 will be redistributed with the Round II funds. Round II funds must be encumbered and travel completed by June 30, or funds will lapse.

- C. Deadlines shall be set to allow timely consideration of proposals and, once set, they should be met. Deadlines are October 15 and March 15. Announcements are made no later than four weeks after the submission deadline.
 - Round I: July 1 – December 31
 - Deadline is March 15
 - Round II: January 1 – June 30
 - Deadline is October 15

- D. Successful applicants are required to submit a report on the results of work within three months of the completion of this work. Grant recipients are required to submit a report on the results of work within three months of the completion of this work. Final reports should include not only the results of the work undertaken and expenditure of funds, but also the impact of the results on the conduct of courses or organized research in the school, college or department, and any showings, performance or publications which resulted by the time of the report.

- E. Applications must include the following information:

- 1. Cover sheet
- 2. Applicants will prepare an abstract of no more than 100 words. The abstract will conform to an exact format provided with the application form. Its purpose is

twofold. It assists the reviewers by providing a synopsis of the proposed project and is copied into a file of "Faculty Development Grants Recently Funded." This file will be made available by the Office of Academic Affairs to any interested faculty.

- 3.2. Vitae of all project members
- 4. The format for proposals should closely follow the Outline and Rating Sheet. Proposals should be submitted following the template [see the end of this chapter], reflecting the categories and evaluation criteria as indicated. Proposals should be no more than five (5) pages in length, in a 12 point font, excluding the cover sheet, vitae, and supplementary attachments. Proposals should be written in "lay language" so that they are easily understood by colleagues from a wide variety of disciplines.
- 3. Applicants will prepare an abstract of no more than 100 words. The abstract will conform to an exact format provided with the cover sheet application form. Its purpose is twofold: i-It assists the reviewers by providing a synopsis of the proposed project, and is copied into a file of "Faculty Development Grants Recently Funded." This file will be made available by the Office of Academic Affairs to any interested faculty.
- 5.4. Not including items 1-3 will make the proposal invalid.
- F. Addendum to Cover Sheet for Faculty Development Funds. Briefly, the following restrictions (as formulated by the Faculty Senate) pertain:
 - 1. Faculty members may apply for funding in both the research travel and faculty development categories but can be funded for the same purpose from only one funding source. Anyone receiving travel money under this program may not receive for travel money from the Research Travel Fund to meet the goals of the same proposal.
 - 2. No more than \$3,000 will be awarded in the account codes 1000 and 3000 combined. No more than \$2,000 can be spent on account codes 2000 and 4000 combined. The total grant, per person, cannot exceed \$4,500. There should be no exclusive equipment purchases

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Comment [MKB7]: Already covered under E in "Eligibility and Fund Limitations"

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(limited to the use of the individual) in the proposals. Candidates should indicate how equipment could be of further use to the institution after project completion.

3. Note that faculty salary awarded must include benefits. This means that if the award in the personal services category is \$3,000, a portion of it must be deducted to cover benefits. (See example below.)
4. A faculty member may apply for several Faculty Development grants during a round if the total amount requested does not exceed \$4,500.
5. Travel expenses are limited to direct transportation expenses with no allowance for per diem.
6. Grant recipients are required to submit a report on the results of work within three months of the completion of this work. Final reports should include not only the results of the work undertaken and expenditure of funds, but also the impact of the results on the conduct of courses or organized research in the school, college or department, and any showings, performance or publications which resulted by the time of the report.

Due to the change in accounting procedures, successful applicants' grants will be administered by the Office of Academic Affairs/Faculty Services. Grantees should forward requests for expenditures and budget approval to the Faculty Services Office Coordinator. Project reports should also be forwarded to Faculty Services in Academic Affairs upon completion of each grant.

Note that the budget account code 1000 includes salary plus staff benefits. To compute benefits, use the current staff benefit rates.

Please confirm benefit rate with the Human Resources office when calculating benefits for faculty and students receiving salary support from this grant fund.

Comment [MKB8]: Funding limits already covered under B in "Eligibility and Fund Limitations." Note about equipment moved to that section.

Comment [MKB9]: Moved to Funding Notes

Comment [MKB10]: Modified C in "Eligibility and Fund Limitations" to cover

Comment [MKB11]: Already covered in Funding Notes

Comment [MKB12]: Moved to D in "Application and Funding Process"

Comment [MKB13]: Moved to Funding Notes

Comment [MKB14]: Moved to Funding Notes

COVER SHEET FOR FACULTY DEVELOPMENT GRANT PROPOSAL

Application Round: Round I --July 1 – December 31 [] Round II--January 1 – June 30 []

Please submit completed form as top page of grant proposal through your Dean/Director to the Office of Academic Affairs. If you have any questions, call 786-1462.

Name(s) _____ Department _____

_____ Telephone _____

Rank _____ School/College _____

E-mail _____ Bipartite/Tripartite: _____

Title of Project _____

Objectives to be accomplished during this grant request round _____

Duration of Project ___/___/___ - ___/___/___ Duration of Salary Support ___/___/___ - ___/___/___

Summer-session teaching appointment? Yes [] No []

Continuation of previous grant activity? Yes [] No []

If yes, please describe project name and portion/stage of work already completed _____

Identify other financial support for this activity from your school, department, or other sources _____

List the titles of past UAA proposals and the amount funded by Research Travel Grants, Faculty Development, and/or sabbatical leave _____

Were the results of a report submitted presented to Academic Affairs/the Provost? Yes [] No []
Attached? Yes [] No []

If "No", the results must be presented report for previous funding must be submitted to the Provost/Academic Affairs before one is eligible for additional funding.

| Funding Level Required | Faculty Member No. 1 | Faculty Member No. 2 | Faculty Member No. 3 |
|--|-------------------------|-------------------------|-------------------------|
| Total Personal Services – (1000) | | | |
| — Salary – (1605) | | | |
| — Benefits – (1970) | | | |
| Total Personal Services – (1000) | | | |
| — \$ awarded this FY/previous award in this FY | | | |
| Travel – (2000) | | | |
| — \$ awarded/previous award this FY | | | |

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OUTLINE AND RATING SHEET FOR FACULTY DEVELOPMENT FUND PROPOSALS

In order to provide for the fair and equitable selection of the most meritorious professional development grants for support, the University of Alaska Anchorage has established criteria for their review and evaluation. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal.

Minimum Requirements:

- Cover sheet with abstract of no more than 100 words
- Vitae for all project members
- Proposal body of no more than five (5) pages not counting supplemental material

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1. **Intrinsic Merit of the Proposal** (30-40 possible points)

- a. (15 pts.) **Description.** The description of the project is clear and understandable in "lay" language and clearly identifies the goal(s). (0-15) _____
- b. (10 pts.) **Significance of the project.** The proposal makes a compelling case for the importance of the project. (0-10) _____
- c. (5 pts.) **Knowledge of similar projects.** Applicant shows knowledge of similar projects in the field and demonstrates the distinct contribution this project will make. (0-5) _____
- d. (10 pts.) **Impact.** Project demonstrates likelihood that it will have a substantial benefit for the faculty member's professional development. (0-10) _____

2. **Viability of the Proposal** (25 possible points)

- a. (10 pts.) **Methodology/Plan/Objectives.** Applicant sets out a realistic approach and reasonable plan for timely accomplishment of the stated goals. Objectives that are likely to meet the identified goals are set out. (0-10) _____
- b. (10 pts.) **Budget.** Detailed budget is presented with justification for expenses including salary requests. The budget details an appropriate use of funds. Identifies all other sources of funding in support of this project. (0-10) _____
- c. (5 pts.) **Performance Competence.** Applicant demonstrates capability and likelihood of accomplishing stated goals. Briefly describe results of other funding received if relevant. (0-5) _____

3. **Other** (25 possible points)

- a. (10 pts.) **"Seed" Money.** For newly appointed faculty in their first ~~two-five~~ years at UAA ~~or for major new directions in professional growth for established faculty members.~~ Indicate month and year of initial faculty appointment. (0-10) _____
- b. (15 pts.) **Presentation of Proposal.** Follows correct format; information is complete (each item in the outline is addressed); appropriate length; includes documentation, cover sheet, and vitae; written in clear, understandable, "lay" language for individuals in any discipline to understand; uses correct grammar and spelling. (0-15) _____

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RESEARCH TRAVEL GUIDELINES GRANTS

Research Travel Grants

The Faculty Research Travel Grants exist to provide funding to faculty to pay a portion of travel costs related to the presentation of research and/or creative activities (Category 1) or the acquisition or processing of data or developing proposals for research and/or creative activities (Category 2). Category 1 proposals are awarded to all faculty who meet the criteria to receive funds in a given round, while Category 2 proposals are reviewed and ranked by the Grants and Leaves Committee. Faculty Research Travel Grants can only be used to pay for travel expenses, not for per diem or lodging.

Eligibility of Fund Limitations

A. All research travel proposals must be submitted by a full-time faculty member, although a faculty member may request funds for travel of a student or research assistant. All student research travel must be shown to clearly support the research effort of the faculty member submitting the proposal. Term faculty are eligible to apply but must have a contract for the period of the grant. Administrative faculty, adjunct faculty and staff are not eligible to apply.

B. Research Travel funds have been divided into two distinct categories for disbursement.

- 1. Category 1 -- Funds for travel to meetings for the purpose of presenting papers or actively participating in workshops, etc., for the PRESENTATION of research and/or creative activities.

The Office of Academic Affairs will review all Category 1 applications and compile separate lists of those which do and do not meet established Research Travel guidelines and submit those lists to the committee within one week of the deadline.

- 2. Category 2 -- Funds for travel for the acquisition and/or

processing ACQUISITION OR PROCESSING of quantitative or qualitative data or samples (i.e., college samples, computer facilities, electron microscope, collection of socio-cultural information, etc.), and funds for travel for the purpose of developing proposals for creative activities and/or research.

- C. Funds will be disbursed from the available pool of funds on a pro rata share of a maximum of \$750 per travel grant. This disbursement will be handled by the Office of Academic Affairs/Faculty Services.

- D. No applicant may receive funds more than one time from any one category each fiscal year.

- E. 1. Travel funds are for reimbursement of transportation expenses only. Such transportation expenses may include (when fully justified) the cost of rental cars. Submissions for airline travel should reflect super-saver fares whenever possible, but coach will be used when that is the only fare available. The maximum airfare that will be reimbursed will be coach class airfare. The Faculty Services Office will be responsible for reviewing airfares for reasonableness obtaining quotes from the airlines for the super-saver air fare to named destinations for all applicants prior to assigning pro rata shares. Expenses for lodging, conference registration fees, meals, purchases of papers, telephone calls, and similar travel-related expenses are specifically excluded.

- 2. Travel funds will be disbursed in advance of the travel only for the purchase of transportation tickets. Otherwise, the funds will be distributed on a travel reimbursement basis at the conclusion of the planned travel. Reimbursement requests for travel funds are to include receipts verifying the actual expenses.

- 3. Travelers must submit a Travel Authorization in advance of travel for

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Comment [MKB15]: Adding a summary of what the research travel grants are for.

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Comment [MKB16]: Current rules added to clarify eligibility.

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pre-approval by Faculty Services, and a Travel Expense Report after travel.

- F. Faculty members may apply for funding in both the research travel and faculty development categories but can be funded for the same purpose from only one funding source. Anyone receiving travel money under this program may *not* receive travel money from Faculty Development Funds to meet the goals of the same proposal.

Evaluation Committee

- A. The Faculty Grants and Leave Committee shall be the evaluation committee for Research Travel Grants.
- B. No evaluator may serve on a committee deciding the granting of funds during the funding period in which the evaluator or a member of the evaluator's immediate family has a funding proposal under consideration. No evaluator may serve on the committee deciding the granting of funds during the funding period a proposal is submitted by a faculty member with whom the evaluator is doing collaborative work directly related to said proposal.
- C. Prior to the first meeting of each academic year, a representative pool of past FGLC members will be compiled by the Office of Academic Affairs. The pool will be used to select appropriate substitutes to replace FGLC members who are unable to attend scheduled meetings due to a conflict of interest or for other reasons. The committee chair will select representative substitute(s) from the pool.

Application and Funding Process

- A. Applications should be submitted to the Office of Academic Affairs.
- B. 1. The research travel funds for each category are to be distributed in two time intervals as shown below.

Round I: July 1-December 31.

Deadline dates for submission of proposals will be **March 15**.
Announcements will be made by April 15.

Round II: January 1-June 30.

Deadline dates for submission of

proposals will be **October 15**.
Announcements will be made by November 15.

2. Funds not awarded during any granting round shall carry over to the next round. Funds not awarded by April 15 may be transferred to other faculty development accounts by the Provost for Academic Affairs.
3. If by a three-fourths majority the Awards Committee feels that the split between categories or rounds should be changed, it shall have the authority to do so without further review by the Faculty Senate. Such a change requires an affirmative vote of three-fourths of the committee, not three-fourths of those present at a meeting.

C. Advance and Retroactive Category 1 Funding

1. Applicants for Category 1 travel funding who were not successful in receiving funds did not apply for funds during either Round I may apply for retroactive funding during Round II. Any funds available at the end of Round II (May-June) may be used to fund these retroactive applications.
2. Faculty may apply for retroactive travel funds provided the travel occurred during the fiscal year in which application is made AND provided the intention to apply retroactively for funding is conveyed to the Provost for Academic Affairs Faculty Services office in writing for conveyance to the appropriate evaluation committee before the travel is initiated. Applications for retroactive travel funding may be submitted at any time, but will be reviewed at appropriate times with other applications.
3. Applications for retroactive travel funds must be submitted to the Office of Academic Affairs no later than June 1st for determination whether there is retroactive funding available. Applicants will be notified after June 15th about the status of retroactive funds. Applications should include receipts for airfare and ground transportation.

Applications for travel in future rounds in the same fiscal year may be made and funded during the deliberations on

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Comment [MKB17]: See note below

Comment [MKB18]: Limiting retroactive funding to Category 1 is more practical, as OAA does not know whether retroactive funds are available until mid June, when the committee is off-contract and not available to judge Category 2 proposals.

Comment [MKB19]: Changing this to either round would allow faculty who missed either deadline to apply for retroactive funding if there is any money left over in the fund.

Comment [MKB20]: Reflects current practice - the committee only reviews Category 2 applications.

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- ~~earlier rounds. Such applications must meet the deadlines for the round in which they are submitted.~~
- D. Successful applicants are required to submit a report on the results of their travel within three months of the end of the round in which travel was funded. For those presenting a paper, the report shall include a copy of the paper presented and an estimate of the audience size.
- E. If your application for Category 1 Research Travel is funded and you do not present the paper or the paper is not accepted, the funds may not be used.
- F. Application Formats
1. Category 1 (use cover sheet):
 - a. Name, rank, department, and school or college.
 - b. Identification of the meeting which is to be attended (or which was attended), including date and location.
 - c. Confirmation that the applicant did or will present a paper at or actively participate in workshops, symposia, colloquia, etc., for the presentation of research and/or creative activities. A program from the meeting or a letter from the meeting organizers may be considered adequate confirmation.
 - d. Detailed cost estimate of the transportation (i.e., airfare, ground transportation) expenses involved for the meeting.
 2. Category 2 (use cover sheet):
 - a. Name, rank, department, and school or college.
 - b. Identification of the research and/or creative activity to be conducted, proposal to be prepared or funds to be solicited.
 - c. If applicable, confirmation from colleagues with whom the research and/or creative activity is to be conducted.
 - d. Duration of the proposed research and/or creative activity.
 - e. Detailed cost estimate of the transportation expenses involved for the meeting.
 - f. Identification as to whether the research is for continuation of existing research programs.
 - g. Identification of financial support for the research from the applicant's school or department and/or from other sources.
- h. Description of the results of past proposals funded by UAA in the areas of summer research, research travel, and/or sabbatical.
- G. Addendum to Proposal Application for Research Travel Grant. Briefly, the following restrictions (as formulated by the Faculty Senate) pertain:
1. Travel Funds are for reimbursement of travel expenses only. Expenses such as hotel, motel, phone calls and meals are specifically excluded.
 2. Reimbursement requests require verifying receipts.
 3. Advance disbursement occurs only for purchasing transportation tickets. Remainder of funds will be reimbursed upon completion of travel.
 4. Retroactive travel funding is allowable only if written intention of application is submitted to the Provost for Academic Affairs in advance of the travel, and it occurs in the same fiscal year.
 5. The maximum grant is a pro rata share of \$750, and grantees are encouraged to travel by the least expensive mode (super-savers, etc.). Detailed cost estimate of the transportation expenses are expected.
 6. A meeting program or letter from the organizers is sufficient confirmation of attendance.
 7. Grants in Category 2 require detailed explanations of the results of past proposals funded by UAA in the areas of summer research, research travel, and/or sabbatical leave.
 8. No applicant may receive funds more than one time from any one category each fiscal year.
 9. Grantees will submit a report on the results of their travel within three months of the end of the period in which travel was funded.

Comment [MKB21]: Deleted. Applications for future rounds are held and considered in the later round.

Comment [MKB22]: These addendum have been incorporated into the body of the guidelines.

PROPOSAL APPLICATION COVER SHEET FOR RESEARCH TRAVEL GRANT

Application Round I--July 1 – December 31 [] II--January 1 – June 30 []
Please submit completed form through your dean/director to the Office of Academic Affairs.
If you have any questions, call 786-1462.

Name(s) _____ Department _____
School/College _____
Rank _____ Telephone _____
E-mail _____ Bipartite/Tripartite _____

Previous Research Travel Grant? Yes [] No [] Previous Sabbatical Leave? Yes [] No []

Please indicate Research Travel category for which you are applying:

_____ **Category 1** Funds for travel for the purpose of presenting papers or actively participating in workshops, symposia, etc.

_____ **Category 2** Funds for travel for the acquisition of and/or processing of quantitative or qualitative data or samples and funds for travel for the purpose of developing proposals for creative activities and/or research.

Check if Retroactive Funding Request: []

CATEGORY 1 APPLICANTS

Meeting to be attended (title, date, location) _____

Paper to be presented or presentation of research/creative activity _____

Confirmation of meeting (please attach) _____

Detailed cost estimates of direct transportation expenses _____

CATEGORY 2 APPLICANTS

Research/activity conducted, proposal prepared, or funds solicited _____

Colleagues participating in research/activity _____

Duration of research/activity _____ Does this research continue existing programs? Yes [] No []

If yes, please describe _____

Detailed cost estimates of direct transportation expenses _____

ALL APPLICANTS

Identify any other financial support for the research for this project from your school, department, or other sources _____

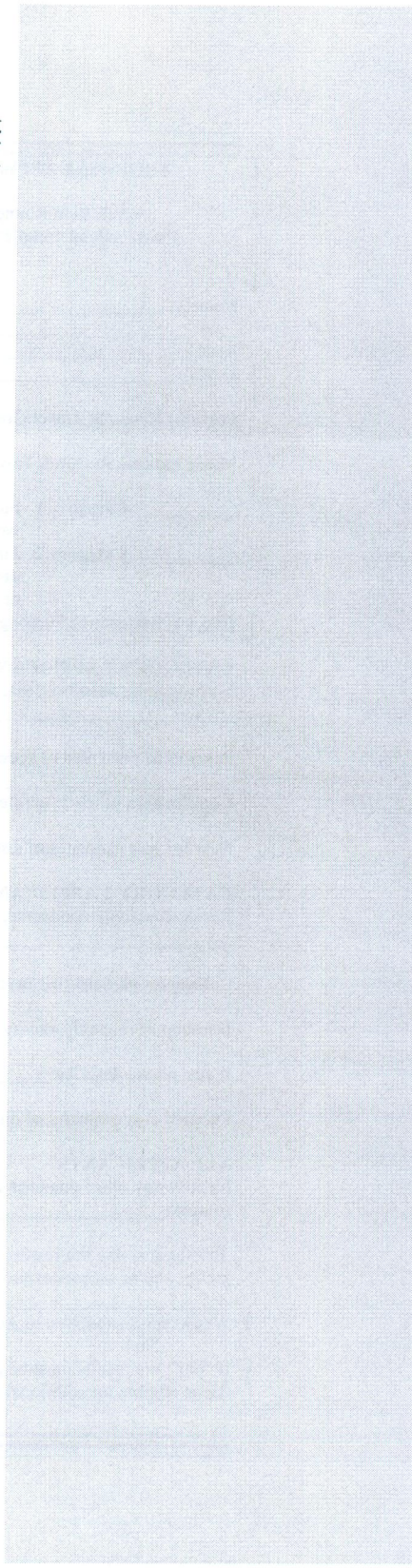
Briefly describe the results of past UAA proposals funded by research travel grants, faculty development grants, and/or sabbatical leaves _____

Was a report submitted to Academic Affairs re results presented to the Provost? Yes []
No []

If "No", the results must be presented to the Provost a report must be submitted to Academic Affairs before one is eligible for additional funding.

Dean/Extended College Director Signature

Date



FACULTY DEVELOPMENT GRANTS

Faculty Development Fund Guidelines

The Faculty Development Fund exists to aid the growth and development of individual faculty members at this institution. Project proposals may involve creative activity, research, writing, training and study, and program development. Projects are ranked and funded on the basis of their merit.

Historically, the Awards Committee has given low scores to applicants for equipment or supplies not directly related to the specific development project. The Faculty Development Fund is not designed to recognize or compensate teaching activities.

In addition to the institutionally sponsored Faculty Development Fund and Faculty Research Travel Grants, there may be faculty funding through the Center for Faculty Excellence (CAFÉ) (www.uaa.alaska.edu/cafe), and there are opportunities for research and development support external to the university. The Vice Provost for Research (www.uaa.alaska.edu/research) has information regarding these possibilities, as does the Consortium Library (consortiumlibrary.org).

Eligibility and Fund Limitations

- A. All proposals must be submitted by a full-time faculty member(s). Term faculty are eligible to apply but must have a contract for the period of the grant. Administrative faculty, adjunct faculty and staff are not eligible to apply.
- B. The total amount awarded for any one faculty member may not exceed \$4,500 per fiscal/academic year. No more than \$3,000 will be awarded for monies spent for account codes 1000 and 3000 combined, and no more than \$2,000 spent for account codes 2000 and 4000 combined.

Account Codes

| | |
|----------------|--|
| 1000 | Personal Services (salary/benefits) |
| 2000 | Travel (direct transportation only) |
| 3000 | Contractual Services (e.g. printing, mailing, conference registration) |
| 4000 | Commodities (e.g. supplies) |
| \$4,500 | Limit per fiscal year |

Funding Notes:

1. Travel expenses are limited to direct transportation expenses. **Per diem expenses for food and lodging are not allowed.**
 2. There should be no exclusive equipment purchases (limited to the use of the individual) in the proposals. Candidates should indicate how equipment could be of further use to the institution after project completion.
 3. Salaries must include benefits. This means that if the award in the personal services category is \$3,000, a portion of it must be deducted to cover benefits. To compute benefits, use the current faculty/staff benefit rates. Please confirm benefit rate with the Human Resources office when calculating benefits for faculty and students receiving salary support from this grant fund.
 4. When a project proposal is contingent on the candidate's acceptance into an institute or seminar, a letter of support from the sponsoring organization is required before funds will be released.
- C. A faculty member may apply for more than one award in a fiscal year as long as the totals for each object code do not exceed the limitations noted above in item B and the \$4500 limit is not exceeded.
- D. Joint proposals of up to three faculty may be submitted; however, all funds must be charged against the limits of a faculty member. Joint proposals should be presented as a complete unit. For example, a joint proposal could charge \$2,500 in personal services to faculty member A and \$3,000 to faculty member B. A joint proposal could *not* pay \$1,500 in salary to faculty member A and \$4,000 in salary to faculty member B, although it could pay \$5,500 to one research assistant to help both faculty members.

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- E. Faculty members may apply for funding in both the research travel and faculty development categories but can be funded for the same purpose from only one funding source. Anyone receiving travel money under this program may not receive travel money from the Research Travel Fund to meet the goals of the same proposal.
 - F. Faculty are not eligible to personally receive salary money from the Faculty Development Fund during the time they are on sabbatical leave. However, a faculty member may receive funds from account code 1000, for example, to hire research assistants.

Evaluation Committee

- A. The Faculty Grants and Leave Committee will serve as the evaluation committee.
- B. The evaluation committee is seated from September 1 through August 31, with the expectation that members would serve for one full year, but never less than six (6) months (i.e., from September 1 to February 1, or from February 1 to August 31). Committee members who refuse to serve for at least six months should be considered ineligible for an award for at least one full year.
- C. No evaluator may serve on a committee deciding the granting of funds during the funding period in which the evaluator or a member of the evaluator's immediate family has a funding proposal under consideration. No evaluator may serve on a committee deciding the granting of funds during the funding period a proposal is submitted by a faculty member with whom the evaluator is doing collaborative work directly related to the said proposal. Prior to the first meeting of each academic year, a representative pool of past FGLC members will be compiled by the Office of Academic Affairs. The pool will be used to select appropriate substitutes to replace FGLC members who are unable to attend scheduled meetings due to a conflict of interest or for other reasons. The committee chair will select representative substitute(s) from the pool.

Process for Committee Considerations of Faculty Development Fund Proposals.

- A. Proposals for Faculty Development Fund grants will stand on their own merit. Questions will not be addressed to applicants nor will applicants be invited to make presentations.

- B. Faculty Development proposals will be considered at a public meeting specifically called for that purpose. A quorum for the meeting(s) shall consist of two-thirds of the members of the whole committee.
- C. All committee members will review the proposals prior to the meeting(s).
- D. Each member will fill out the rating sheet and then rank the proposals from the highest raw score to the lowest.
- E. The initial member rankings will be submitted to Faculty Services in the Office of Academic Affairs two days prior to the meeting. The individual member's rankings will be combined to produce the initial committee ranking.
- F. The committee members will examine the ranked list of Faculty Development proposals at the public meeting called for that purpose.
- G. The committee, by a two-thirds vote of members present, may identify a proposal as unacceptable and, therefore, to be withdrawn from further consideration. In this case, the reasons for this view will be conveyed to the author of the rejected proposal.
- H. The committee, by a two-thirds vote of members present, may decide to accept the initial ranking as final. If this occurs, steps I to J will be omitted. Failing by a two-thirds vote, the committee will proceed to step I.
- I. The committee will discuss each proposal, and discussion will be limited to ten minutes each.
- J. Rankings will be modified based on committee discussion.
- K. Upon the completion of the ranking, the committee chairperson will transmit the committee ranking and a list of unacceptable proposals to the Provost for final award of funds. That list shall be transmitted to the Faculty Senate as part of the record of committee action.
- L. The committee shall maintain a record of its proceedings and shall keep all records of rankings.

Application and Funding Process

- A. Applications should be submitted to the Office of Academic Affairs by the deadlines below.
 - B. Two grant rounds shall be established in each fiscal year, from July 1 through December 31 (Round I), and from January 1 through June 30 (Round II). Not more than fifty percent of the available funds shall be awarded during the first granting round.
-
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NOTE: For Round I funds, all expenditures must be complete and processed during the July 1 – December 31 funding period, including travel. Any Round I funds remaining on December 31 will be redistributed with the Round II funds. Round II funds must be encumbered and travel completed by June 30, or funds will lapse.

- C. Deadlines shall be set to allow timely consideration of proposals and, once set, they should be met. Deadlines are October 15 and March 15. Announcements are made no later than four weeks after the submission deadline.

Round I: July 1 – December 31

Deadline is March 15

Round II: January 1 – June 30

Deadline is October 15

- D. Grant recipients are required to submit a report on the results of work within three months of the completion of this work. Final reports should include not only the results of the work undertaken and expenditure of funds, but also the impact of the results on the conduct of courses or organized research in the school, college or department, and any showings, performance or publications which resulted by the time of the report.

- E. Applications must include the following information:

1. Cover sheet
2. Vitae of all project members
3. Proposals should be submitted following the template [*see the end of this chapter*], reflecting the categories and evaluation criteria as indicated. Proposals should be no more than five (5) pages in length in a 12 point font, excluding the cover sheet, vitae, and supplementary attachments. Proposals should be written in “lay language” so that they are easily understood by colleagues from a wide variety of disciplines. Applicants will prepare an abstract of no more than 100 words. The abstract will conform to an exact format provided with the cover sheet. Its purpose is twofold: it assists the reviewers by providing a synopsis of the proposed project, and is copied into a file of “Faculty Development Grants Recently Funded.” This file will be made available by the Office of Academic Affairs to any interested faculty.

4. Not including items 1-3 will make the proposal invalid.

Successful applicants' grants will be administered by the Office of Academic Affairs/Faculty Services. Grantees should forward requests for expenditures and budget approval to the Faculty Services Office. Project reports should also be forwarded to Faculty Services in Academic Affairs upon completion of each grant.

COVER SHEET FOR FACULTY DEVELOPMENT GRANT PROPOSAL

Application Round: Round I --July 1 – December 31 [] Round II--January 1 – June 30 []

Please submit completed form as top page of grant proposal through your Dean/Director to the Office of Academic Affairs. If you have any questions, call 786-1462.

Name(s) _____ Department _____
 Telephone _____
 Rank _____ School/College _____
 E-mail _____ Bipartite/Tripartite: _____
 Title of Project _____

Objectives to be accomplished during this grant request round _____

Duration of Project ___/___/___ - ___/___/___ Duration of Salary Support ___/___/___ - ___/___/___

Continuation of previous grant activity? Yes [] No []

If yes, please describe project name and portion/stage of work already completed _____

Identify other financial support for this activity from your school, department, or other sources _____

List the titles of past UAA proposals and the amount funded by Research Travel Grants, Faculty Development, and/or sabbatical leave _____

Was a report submitted to Academic Affairs? Yes [] No [] Vita Attached? Yes [] No []
 If "No", the report for previous funding must be submitted to Academic Affairs before one is eligible for additional funding.

| Funding Level Required | Faculty Member No. 1 | Faculty Member No. 2 | Faculty Member No. 3 |
|------------------------------------|-------------------------|-------------------------|-------------------------|
| Salary – (1605) | | | |
| Benefits – (1970) | | | |
| Total Personal Services – (1000) | | | |
| Previous award in this FY | | | |
| Travel – (2000) | | | |
| Previous award this FY | | | |
| Contractual – (3000) | | | |
| Previous award this FY | | | |
| Commodities – (4000) | | | |
| Previous award this FY | | | |
| SUBTOTAL: 1000 + 3000 (max \$3000) | | | |
| SUBTOTAL: 2000 + 4000 (max \$2000) | | | |
| TOTAL (max \$4500) | | | |

Dean/Extended College Director Signature

Date

ABSTRACT (no more than 100 words, minimum 10 pt font)

Please provide an abstract and other information as indicated in the space below. This abstract will become public information, disseminated by the Office of Academic Affairs, if the proposal is funded. Do not type outside the boxed space. [Note: an ideal abstract or summary will contain about one sentence each: overall rationale, specific purpose, method, anticipated outcome, implications].

Project Title:

Funding period: / / to / / ; Amount: \$

Principal investigator:

Location:

Phone:

Fax:

Collaborators:

Summary:

OUTLINE AND RATING SHEET FOR FACULTY DEVELOPMENT FUND PROPOSALS

In order to provide for the fair and equitable selection of the most meritorious professional development grants for support, the University of Alaska Anchorage has established criteria for their review and evaluation. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal.

Minimum Requirements:

- Cover sheet with abstract of no more than 100 words
- Vitae for all project members
- Proposal body of no more than five (5) pages not counting supplemental material

1. Intrinsic Merit of the Proposal (40 possible points)

- a. (15 pts.) **Description.** The description of the project is clear and understandable in “lay” language and clearly identifies the goal(s). (0-15) _____
- b. (10 pts.) **Significance of the project.** The proposal makes a compelling case for the importance of the project. (0-10) _____
- c. (5 pts.) **Knowledge of similar projects.** Applicant shows knowledge of similar projects in the field and demonstrates the distinct contribution this project will make. (0-5) _____
- d. (10 pts.) **Impact.** Project demonstrates likelihood that it will have a substantial benefit for the faculty member’s professional development. (0-10) _____

2. Viability of the Proposal (25 possible points)

- a. (10 pts.) **Methodology/Plan/Objectives.** Applicant sets out a realistic approach and reasonable plan for timely accomplishment of the stated goals. Objectives that are likely to meet the identified goals are set out. (0-10) _____
- b. (10 pts.) **Budget.** Detailed budget is presented with justification for expenses including salary requests. The budget details an appropriate use of funds. Identifies all other sources of funding in support of this project. (0-10) _____
- c. (5 pts.) **Performance Competence.** Applicant demonstrates capability and likelihood of accomplishing stated goals. Briefly describe results of other funding received if relevant. (0-5) _____

3. Other (25 possible points)

- a. (10 pts.) **“Seed” Money.** For newly appointed faculty in their first five years at UAA. Indicate month and year of initial faculty appointment. (0-10) _____
- b. (15 pts.) **Presentation of Proposal.** Follows correct format; information is complete (each item in the outline is addressed); appropriate length; includes documentation, cover sheet, and vitae; written in clear, understandable, “lay” language for individuals in any discipline to understand; uses correct grammar and spelling. (0-15) _____

Total Score (0-90) _____

RESEARCH TRAVEL GRANTS

Research Travel Grants

The Faculty Research Travel Grants exist to provide funding to faculty to pay a portion of travel costs related to the presentation of research and/or creative activities (Category 1) or the acquisition or processing of data or developing proposals for research and/or creative activities (Category 2). Category 1 proposals are awarded to all faculty who meet the criteria to receive funds in a given round, while Category 2 proposals are reviewed and ranked by the Grants and Leaves Committee. Faculty Research Travel Grants can only be used to pay for travel expenses, not for per diem or lodging.

Eligibility of Fund Limitations

- A. All research travel proposals must be submitted by a full-time faculty member, although a faculty member may request funds for travel of a student or research assistant. All student research travel must be shown to clearly support the research effort of the faculty member submitting the proposal. Term faculty are eligible to apply but must have a contract for the period of the grant. Administrative faculty, adjunct faculty and staff are not eligible to apply.
- B. Research Travel funds have been divided into two distinct categories for disbursement.
1. **Category 1** -- Funds for travel to meetings for the purpose of presenting papers or actively participating in workshops, etc., for the **PRESENTATION** of research and/or creative activities. The Office of Academic Affairs will review all Category 1 applications and compile separate lists of those which do and do not meet established Research Travel guidelines and submit those lists to the committee within one week of the deadline.
 2. **Category 2** -- Funds for travel for the **ACQUISITION OR PROCESSING** of quantitative or qualitative data or samples (i.e., college samples, computer facilities, electron microscope, collection of socio-cultural information, etc.), and funds for travel for the purpose of developing proposals for creative activities and/or research.
- C. Funds will be disbursed from the available pool of funds on a pro rata share of a **maximum of \$750** per travel grant. This disbursement will be handled by the Office of Academic Affairs/Faculty Services.
- D. No applicant may receive funds more than one time from any one category each fiscal year.
- E.
1. Travel funds are for reimbursement of transportation expenses only. Such transportation expenses may include (when fully justified) the cost of rental cars. Submissions for airline travel should reflect super-saver fares whenever possible, but coach will be used when that is the only fare available. The maximum airfare that will be reimbursed will be coach class airfare. The Faculty Services Office will be responsible for reviewing airfares for reasonableness prior to assigning pro rata shares. Expenses for lodging, conference registration fees, meals, purchases of papers, telephone calls, and similar travel-related expenses are specifically excluded.
 2. Travel funds will be disbursed in advance of the travel only for the purchase of transportation tickets. Otherwise, the funds will be distributed on a travel reimbursement basis at the conclusion of the planned travel. Reimbursement requests for travel funds are to include receipts verifying the actual expenses.
 3. Travelers must submit a Travel Authorization in advance of travel for pre-approval by Faculty Services, and a Travel Expense Report after travel.
- F. Faculty members may apply for funding in both the research travel and faculty development categories but can be funded for the same purpose from only one funding source. Anyone receiving travel money under this program may *not* receive travel money from Faculty Development Funds to meet the goals of the same proposal.

Evaluation Committee

- A. The Faculty Grants and Leave Committee shall be the evaluation committee for Research Travel Grants.

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- B. No evaluator may serve on a committee deciding the granting of funds during the funding period in which the evaluator or a member of the evaluator's immediate family has a funding proposal under consideration. No evaluator may serve on the committee deciding the granting of funds during the funding period a proposal is submitted by a faculty member with whom the evaluator is doing collaborative work directly related to said proposal.
 - C. Prior to the first meeting of each academic year, a representative pool of past FGLC members will be compiled by the Office of Academic Affairs. The pool will be used to select appropriate substitutes to replace FGLC members who are unable to attend scheduled meetings due to a conflict of interest or for other reasons. The committee chair will select representative substitute(s) from the pool.

Application and Funding Process

- A. Applications should be submitted to the Office of Academic Affairs.
- B. 1. The research travel funds for each category are to be distributed in two time intervals as shown below.

Round I: July 1-December 31.
Deadline dates for submission of proposals will be **March 15.**
Announcements will be made by April 15.

Round II: January 1-June 30.
Deadline dates for submission of proposals will be **October 15.**
Announcements will be made by November 15.
- 2. Funds not awarded during any granting round shall carry over to the next round. Funds not awarded by April 15 may be transferred to other faculty development accounts by the Provost for Academic Affairs.
- 3. If by a three-fourths majority the Awards Committee feels that the split between categories or rounds should be changed, it shall have the authority to do so without further review by the Faculty Senate. Such a change requires an affirmative vote of three-fourths of the

- committee, not three-fourths of those present at a meeting.
- C. Retroactive Category I Funding
 - 1. Applicants for Category I travel funding who did not apply for funds during either Round may apply for retroactive funding during Round II. Any funds available at the end of Round II (May-June) may be used to fund these retroactive applications.
 - 2. Faculty may apply for retroactive travel funds provided the travel occurred during the fiscal year in which application is made AND provided the intention to apply retroactively for funding is conveyed to the Faculty Services office in writing.
 - 3. Applications for retroactive travel funds must be submitted to the Office of Academic Affairs no later than June 1st for determination whether there is retroactive funding available. Applicants will be notified after June 15th about the status of retroactive funds. Applications should include receipts for airfare and ground transportation.
- D. Successful applicants are required to submit a report on the results of their travel within three months of the end of the round in which travel was funded. For those presenting a paper, the report shall include a copy of the paper presented and an estimate of the audience size.
- E. If your application for Category I Research Travel is funded and you do not present the paper or the paper is not accepted, the funds may not be used.
- F. Application Formats
 - 1. Category 1 (use cover sheet)
 - a. Name, rank, department, and school or college.
 - b. Identification of the meeting which is to be attended (or which was attended), including date and location.
 - c. Confirmation that the applicant did or will present a paper at or actively participate in workshops, symposia, colloquia, etc., for the presentation of research and/or creative activities. A program from the meeting or a letter from the meeting organizers may be considered adequate confirmation.

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- d. Detailed cost estimate of the transportation (i.e., airfare, ground transportation) expenses involved for the meeting.
2. Category 2 (use cover sheet):
 - a. Name, rank, department, and school or college.
 - b. Identification of the research and/or creative activity to be conducted, proposal to be prepared or funds to be solicited.
 - c. If applicable, confirmation from colleagues with whom the research and/or creative activity is to be conducted.
 - d. Duration of the proposed research and/or creative activity.
 - e. Detailed cost estimate of the transportation expenses involved for the meeting.
 - f. Identification as to whether the research is for continuation of existing research programs.
 - g. Identification of financial support for the research from the applicant's school or department and/or from other sources.
 - h. Description of the results of past proposals funded by UAA in the areas of summer research, research travel, and/or sabbatical.
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CHAPTER V: SABBATICAL LEAVE GUIDELINES

SABBATICAL LEAVE GUIDELINES

Basic Purpose of Sabbatical Leave

According to the University of Alaska Board of Regents, sabbatical leaves for professional development may be made available to faculty with academic rank who meet the requirements set forth below. The objective of such leave is to increase the faculty member's value to the university and thereby improve and enrich its programs. Sabbatical activities may involve formal or informal study, research or creative activity, or other activities that increase the faculty member's ability to serve the university and the general public through teaching, research and creative activity, and public service. In order to fulfill this basic purpose of professional development, faculty are encouraged to make use of the opportunities presented by sabbatical leave for travel to or residence at a center of scholarly or creative activity, or for collaboration or study with recognized experts in the field. Sabbatical activities may include acquisition of new skills, investigation of new areas of interest, or formal study leading to completion of terminal degrees.

Eligibility for Sabbatical Leave

Faculty members with academic rank may apply for and be granted sabbatical leaves in accordance with the Board of Regents' Policy 04.04.06 and the UAA Sabbatical Guidelines.

Academic rank faculty members who have completed at least four (4) years of service in academic rank positions within the university system may apply for consideration during their fifth (5th) or subsequent year of service for a sabbatical leave to be taken in their sixth (6th) or subsequent year. For faculty members who have taken a sabbatical leave, eligibility for application will be determined in the manner noted above and will be calculated from the date of return from any previous sabbatical leave. Sabbatical leave applications will be considered annually based on a review schedule to be published annually by the Office of Academic Affairs.

Format for Sabbatical Leave Proposals

Sabbatical leave proposals shall be prepared in writing according to the following format: See Sabbatical Application on the [Faculty Services](#) website. Applicants should use the Sabbatical Leave Application Form provided.

A. Name of candidate.

B. Eligibility (include length of service, dates and subject of previous sabbatical leaves).

Term of leave requested.

C. Title and description of proposed study, investigation, or other effort (**Limit to no more than five pages exclusive of 3 and 4 below**):

1. Description and justification.
2. Goals and/or objectives.
3. Schedule (timetable) of activities.
4. Funding information (include specific information on all applications for non-university funds and all other income related to or derived from activities carried out while on leave).

D. Contributions and/or benefits. (Please discuss each of the following in sufficient detail):

1. What new skills, learning or accomplishments are likely to result from successful completion of the sabbatical?
2. How important are these skills to the professional development of the faculty member?
3. What benefits accrue to the university and to the broader community from application of these skills or accomplishments in future teaching, research or creative activity, and public service?

E. Necessity of the sabbatical for the proposed activities. (Please discuss in sufficient detail.)

F. Ability to accomplish objectives of proposal:

1. Current vita (**required**):
2. Letters indicating support from collaborating institutions, investigators or individuals (**required where applicable. If documents are not yet available but will be forthcoming, please note this.**):
3. Other supporting documentation.

G. Optional: Supplementary material (regardless of form...written or otherwise).

Approvals

Signatures from the Department Chair and Campus Director or Dean are **required** for the Sabbatical Application to be considered.

Criteria for Evaluating Sabbatical Leave Proposals

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- A. Likelihood of applicant to accomplish objectives of planned study or investigation. Is the description of activities logical and complete?
 - 1. Is the requested term of leave sufficient or appropriate for the scope of proposed activities?
 - 2. Ability to accomplish plans as reflected in vita.
 - 3. If the proposal assumes cooperation from other institutions or investigators, are letters included indicating their support?
 - 4. Is the time schedule of proposed activities to increase professional development of the applicant appropriate?
 - B. B. Funding information. The applicant for sabbatical leave must demonstrate that the resources, both internal and external, are adequate to fulfill the objectives of the proposal.
 - C. Capability of proposed activities to increase professional development of the applicant.
 - 1. What new skills, learning, or accomplishments in the areas of faculty development, teaching, research and/or creative activity are likely to result from successful completion of the sabbatical?
 - 2. What benefits are likely to accrue to the university and to the broader community?
 - 3. How important are these skills to the professional development of the faculty member?
 - 4. Is a sabbatical leave necessary in order to undertake the proposed activities?

Process for Committee Consideration of Sabbatical Leave

- A. Proposals for sabbatical leave will stand on their own merit. Questions will not be addressed to applicants, nor will applicants be invited to make presentations.
- B. Sabbatical leave proposals will be considered at a public meeting specifically called for that purpose. A quorum for the meeting(s) shall consist of two-thirds of the members of the whole committee.
- C. All committee members will review the proposals prior to the meeting(s).
- D. Each committee member will fill out the rating sheet and then rank the proposals from the highest raw score to the lowest.

- E. The initial member rankings will be submitted to the Faculty Services Coordinator two days prior to the meeting. The individual members' rankings will be combined to produce the initial committee ranking.
- F. The committee members will examine the ranked list of sabbatical leave proposals at the public meeting called for that purpose.
- G. The committee, by a majority vote of members present, may identify a proposal as unacceptable and, therefore, withdraw from further consideration. In this case, the reasons for this view will be conveyed to the Chancellor or designee.
- H. The committee, by two-thirds vote of members present, may decide to accept the initial ranking as final. If this occurs, steps I and J will be omitted. Failing two-thirds vote, the committee will proceed to step I.
- I. The committee will discuss each proposal. Discussion of each proposal will be limited to ten minutes.
- J. ~~Upon the completion of discussion of the proposals (as determined in letter I above), the committee members will individually rank all proposals. These individual rankings will be combined to produce a committee rank.~~ Rankings will be modified based on committee discussion. The committee also may choose to group the proposals into categories such as "Very Strong," "Strong," "Acceptable" and "Unacceptable" if they wish.
- K. Upon the completion of the rankings, the committee chairperson will transmit the committee ranking and a list of unacceptable proposals to the Chancellor or designee through the Office of the Provost for Academic Affairs.
- L. The Chancellor or designee will then make his/her own ranking. If the rank order of the committee differs from that of the Chancellor or designee, the committee and the Chancellor or designee shall meet and attempt to reconcile their differences. The committee and the Chancellor or designee may agree to disagree on any application.
- M. The committee shall maintain a record of its proceedings and shall keep all records of rankings.

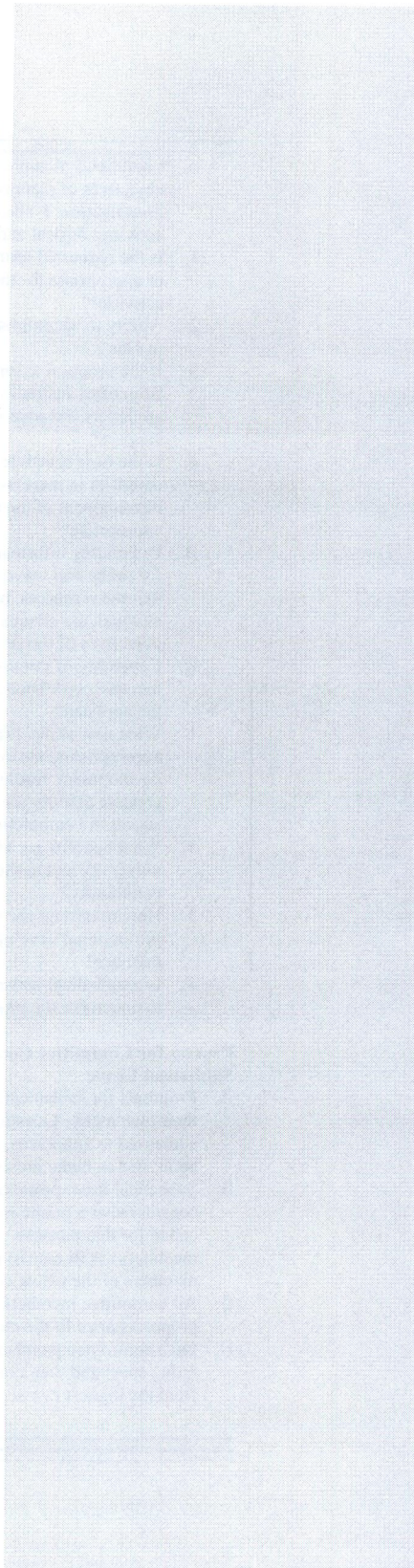
Terms of Sabbatical Leaves

Sabbatical leaves for all faculty shall include one or both academic semesters. A maximum of six months' salary will be paid for a two-semester

leave and a maximum of 4.5 months' salary will be paid for a one-semester leave.

Human Research Subjects

Sabbatical leave proposals involving research with human subjects should conform to Principles and Procedures of Human Research Subjects approved by the Institutional Review Board. [See Chapter VI in this Handbook]



RATING SHEET FOR SABBATICAL LEAVE PROPOSALS

In order to provide for the full and equitable selection of the most meritorious sabbatical leave proposals, the faculty has established criteria for their review and evaluation. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal. Applications must include:

- _____ Application Form
- _____ CV
- _____ Letters/Documentation of Support (if applicable)
- _____ Approval Signatures

1. Proposal Description (0-25)

- a. Is the description of activities logical and complete? (0-5)
- b. Is the project timetable realistic, clear, and necessary? (0-5)
- c. Is the requested term of leave sufficient or appropriate for the scope of proposed activities? (0-5)
- d. Is funding information complete? (0-5)
- e. If these activities are collaborative, is all appropriate documentation included? ("Sabbatical Leave Evaluation Criteria" items A1, A2, A4, A5, B). (0-5)

2. Faculty Development (0-20)

- a. What new skills, learning, or accomplishments in the areas of faculty development, teaching, research, and/or creative activity are likely to result from successful completion of the sabbatical? (0-10)
- b. How important are these skills to the professional development of the faculty member? (*Sabbatical Leave Evaluation Criteria* items C1 and C3).

3. What benefits are likely to accrue to the university and the broader community? (*Sabbatical Leave Evaluation Criteria* item C2). (0-10)

4. Is a sabbatical leave necessary in order to undertake the proposed activities? (*Sabbatical Leave Evaluation Criteria* item C4). (0-10)

5. What is the ability of the applicant to accomplish plans, as reflected in the vita? (*Sabbatical Leave Evaluation Criteria* item A3). (0-10)

Total Score (0-75)

In order to provide for the full and equitable selection of the most meritorious sabbatical leave proposals, the faculty has established criteria for their review and evaluation. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal.

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| | | |
|---|---------------|-------|
| 1. Is the description of activities logical and complete? Is the project timetable realistic, clear, and necessary? Is the requested term of leave sufficient or appropriate for the scope of proposed activities? Is funding information complete? If these activities are collaborative, are letters of support included? ("Sabbatical Leave Evaluation Criteria" items A1, A2, A4, A5, B). | (0-20) | _____ |
| 2. What new skills, learning, or accomplishments in the areas of faculty development, teaching, research, and/or creative activity are likely to result from successful completion of the sabbatical? How important are these skills to the professional development of the faculty member? (Sabbatical Leave Evaluation Criteria" items C1 and C3). | (0-20) | _____ |
| 3. What benefits are likely to accrue to the university and the broader community? (Sabbatical Leave Evaluation Criteria" item C2). | (0-10) | _____ |
| 4. Is a sabbatical leave necessary in order to undertake the proposed activities? (Sabbatical Leave Evaluation Criteria" item C4). | (0-10) | _____ |
| 5. What is the ability of the applicant to accomplish plans, as reflected in the vita? (Sabbatical Leave Evaluation Criteria" item A3). | (0-10) | _____ |
| Total Score | (0-70) | _____ |

Sabbatical leave Application AY2014-15

DUE TO OAA Last Monday in October

Faculty who wish to apply for sabbatical leave should consult their respective CBA contract Article 5.7 (UAFT) Article 16.6(UnAc)

| | |
|------------------------------|--|
| Applicant Information | Name of Applicant: _____ Academic Rank: _____ Department: _____ College/School: _____ Date of initial hire in full-time faculty position: _____ Date Tenured: _____ Date of Post-Tenure Review: _____ |
| Eligibility | <p>First Time Applicants: Faculty applying for sabbatical leave for the first time must have completed at least 5 years of service in a academic rank position within the university system. They may apply in their 5th year of service for a sabbatical leave to be taken in their 6th year.</p> <p>Subsequent Applicants: Faculty applying for sabbatical leave for the second or subsequent time must have completed 5 years of service since last sabbatical and may apply in their 5th returning year of service for a sabbatical leave to be taken in their 6th year.</p> <p>Check One:</p> <p><input type="checkbox"/> First application (not prev. approved)—# of years completed in full time position _____</p> <p><input type="checkbox"/> Subsequent application (prev approved)—Date of last sabbatical _____</p> <p>Report submitted to Provost for previous sabbatical? <input type="checkbox"/> Yes <input type="checkbox"/> No (OAA verification _____)</p> <p>List leaves longer than 3 months that you have had since the date of hire or since your return from the last sabbatical leave (include type, dates, and funding):</p> <p>_____</p> <p>_____</p> <p>Verification that above information is correct (OAA): _____</p> |
| Sabbatical Type | <p>Type of Sabbatical</p> <p><input type="checkbox"/> Academic year Sabbatical (one academic year at a rate of 6 months salary)</p> <p><input type="checkbox"/> Semester Sabbatical (one semester not to exceed one semester's salary)</p> <p>Dates of proposed sabbatical leave: From _____ to _____</p> <p>List names and dates of foreign countries you intend to visit during your sabbatical leave (for Risk Management) _____</p> <p>Other non-sabbatical leave funds and income anticipated:</p> <p>_____</p> |
| Attachments | <p>Attachments to include with application (Applications missing any of these items will not be considered)</p> <ul style="list-style-type: none"> • Statement of plan for sabbatical leave • Current CV • Documentation of cooperative arrangements • Copy of invitation or authorization from another institution if leave is dependent on another institution |

PROPOSAL APPLICATION FOR RESEARCH TRAVEL GRANT

Application Round

Please submit completed form through your dean/director to the Office of Academic Affairs.

If you have any questions, call 786-1462.

Name(s) OT
School/College OT
Telephone OT

Department OT
Rank OT
Bipartite/Tripartite

E-mail OT

Previous Research Travel Grant?

Previous Sabbatical Leave?

Please indicate Research Travel category for which you are applying:

- Category 1** Funds for travel for the purpose of presenting papers or actively participating in workshops, symposia, etc.
- Category 2** Funds for travel for the acquisition of and/or processing of quantitative or qualitative data or samples and funds for travel for the purpose of developing proposals for creative activities and/or research.

CATEGORY 1 APPLICANTS

Meeting to be attended (title, date, location) OT

Paper to be presented or presentation of research/creative activity OT

Confirmation of meeting (please attach) OT

Detailed cost estimates of direct transportation expenses OT

CATEGORY 2 APPLICANTS

Research/activity conducted, proposal prepared, or funds solicited OT

Colleagues participating in research/activity OT

Duration of research/activity OT

Does this research continue existing programs?

If yes, please describe OT

Detailed cost estimates of direct transportation expenses OT

ALL APPLICANTS

Identify any other financial support for the research for this project from your school, department, or other sources OT

Briefly describe the results of past UAA proposals funded by research travel grants, faculty development grants, and/or sabbatical leaves OT

Were results presented to the Provost?

If "No", the results must be presented to the Provost before one is eligible for additional funding.

Dean/Extended College Director Signature

Date

Office of Academic Affairs, Faculty Services

Revised: February 25, 2013

FACULTY DEVELOPMENT GRANT PROPOSAL

Please submit completed form as top page of grant proposal through your Dean/Director to the Office of Academic Affairs.

Name(s) [Click here to enter text.](#)

Department [Click here to enter text.](#)

Telephone [Click here to enter text.](#)

Rank School/College [Click here to enter text.](#)

Email [Click here to enter text.](#)

Title of Project [Click here to enter text.](#)

Objectives to be accomplished during this grant request round: [Click here to enter text.](#)

Duration of Project / / - / /

Duration of Salary Support / / - / /

Summer session teaching appointment? Select Yes/No

Continuation of previous grant activity? Select Yes/No

If yes, please describe project name and portion/stage of work already completed

[Click here to enter text.](#)

Identify other financial support for this activity from your school, department, or other sources

[Click here to enter text.](#)

List the titles of past UAA proposals and the amount funded by Research Travel Grants, Faculty Development, and/or sabbatical leave

[Click here to enter text.](#)

Were the results presented to the Provost? Yes/No Vita Attached? Yes/No

| Funding Level Required | Faculty Member No. 1 | Faculty Member No. 2 | Faculty Member No. 3 |
|----------------------------------|----------------------|----------------------|----------------------|
| Benefits – (1970) | \$0.00 | \$0.00 | \$0.00 |
| Salary – (1605) | \$0.00 | \$0.00 | \$0.00 |
| Total Personal Services – (1000) | \$0.00 | \$0.00 | \$0.00 |
| \$ awarded this FY | \$0.00 | \$0.00 | \$0.00 |
| Travel – (2000) | \$0.00 | \$0.00 | \$0.00 |
| \$ awarded this FY | \$0.00 | \$0.00 | \$0.00 |
| Contractual – (3000) | \$0.00 | \$0.00 | \$0.00 |
| \$ awarded this FY | \$0.00 | \$0.00 | \$0.00 |
| Commodities – (4000) | \$0.00 | \$0.00 | \$0.00 |
| \$ awarded this FY | \$0.00 | \$0.00 | \$0.00 |
| SUBTOTAL: 1000 + 3000 | \$0.00 | \$0.00 | \$0.00 |
| SUBTOTAL: 2000 + 4000 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | \$0.00 | \$0.00 | \$0.00 |

Dean/Extended College Director Signature

Date

Office of Academic Affairs, Faculty Services

Revised: February 25, 2013

Please provide an abstract and other information as indicated in the space below. This abstract will become public information, disseminated by the Office of Academic Affairs, if the proposal is funded. [Note: an ideal abstract or summary will contain about one sentence each: overall rationale, specific purpose, method, anticipated outcome, implications]

Project Title: [Click here to enter text.](#)

Funding period: // to // ; Amount: \$[Click here to enter text.](#)

Principal investigator: [Click here to enter text.](#)

Location: [Click here to enter text.](#)

Phone: [Click here to enter text.](#) Fax: [Click here to enter text.](#)

Collaborators: [Click here to enter text.](#)

Summary: [Click here to enter text.](#)

Intrinsic Merit of the Proposal:

Please provide a clear and understandable description using “lay” language that clearly identifies the goals of this project: [Click here to enter text.](#)

Explain the significance of the project making a compelling case for its importance: [Click here to enter text.](#)

Please describe the distinct contribution this project will make in contrast to similar projects in its field: [Click here to enter text.](#)

How will this project have a substantial benefit to the submitter’s professional development?
[Click here to enter text.](#)

Viability of the Proposal:

Describe a reasonable plan for timely accomplishment of the stated goals: [Click here to enter text.](#)

Please provide, in narrative form, a detailed budget with justification for expenses, including salary requests. [Click here to enter text.](#)

Other:

Seed Money? [Click here to enter text.](#)