UCBA Faculty Development Funds
Disciplinary or Extra-disciplinary Professional Development Opportunities

Description
This award is for expenses related to any conference (to participate, present, moderate, or attend), event, or opportunity, at the local, state, regional, national or international level, in support of a Faculty Member’s professional development for amounts of more than $2,500. Applications may also be made under this subsection for events which aid in the development of knowledge, skills, and abilities associated with extra-discipline learning and training to support professional development of an individual’s teaching, leadership, or scholarly activity. The maximum amount of this award is $4,000. Applications in this area must come to the College with prior approval from the applicant’s academic unit. There is a maximum of one (1) funded application per Faculty Member per academic year under this area.

Examples of appropriate applications would be for attendance at a discipline-specific international conference where knowledge gained would contribute to course content of the courses one teaches, presenting research related to the teaching in your course at a discipline-specific or scholarship of teaching and learning (SoTL) conference, or participating in a training seminar, course, workshop to advance one’s research/creative skills.

Eligibility
All full-time bargaining unit UCBA faculty, including annual represented adjuncts, clinical track faculty, and educators, are eligible to apply for these Faculty Development Funds.

Proposal
1. Description of Project
   a. Goals
   b. Background or Previous work/preparation
   c. Budget (see template)
   d. Tenure status, academic rank, dates and amounts of previous awards (if applicable)
   e. Outcomes, which may include:
      i. Contribution to the college/Significance in discipline
      ii. Relation to Faculty Member’s teaching
      iii. Relation to UCBA Mission/Vision
2. Indication of Unit Level Approval (template below or individual letter)

Final Report
As noted in the original request for proposals, awardees must submit a final report to the Faculty Development Funds Ad Hoc Committee explaining the results or outcomes of the project within 30 days of its completion. The report should contain the following components:

   o A brief outline of the project (two or three sentences)
   o A description of the original proposal's intended goals
   o An explanation of any changes to those goals found to be necessary during the project
   o The outcomes of the project (to be posted on the Learning and Teaching Center website)
   o An account of how the project benefitted the faculty member
   o An indication of any unspent funds that may be reallocated by the committee

Because of new auditing procedures for the University, business offices are now required to provide more extensive documentation of expenses of all kinds, including Faculty Development awards. Be aware that the business office will need detailed documentation of expenses and receipts for Faculty Development awards. Please develop a single report for both purposes, with receipts to accompany the copy of the report that goes to the business office as well as to the funding committee.
Please keep in mind that the award of funds for the project as proposed is viewed as a contract between the faculty member(s) and the funding committee. Any deviation from the proposed use of funds should be approved at the unit level first.

Reports should be submitted through the Blackboard organization where the proposal was originally submitted, through the Reports on Awards section of that organization.
## Rubric for $2,500 - $4,000 award assessment

### Unit Level Approval
- Present
- Proposal considered
- Absent
- Proposal not considered

### Budget
- Present
- Proposal considered
- Absent
- Proposal not considered

<table>
<thead>
<tr>
<th></th>
<th>Not considered</th>
<th>Minimum Requirement for Funding</th>
<th>Highly Fundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate time line</td>
<td>Timeline unclear/ Not completed within six months</td>
<td>Completed within six months</td>
<td>Completed within six months</td>
</tr>
<tr>
<td>Goals</td>
<td>Missing/Unclear</td>
<td>Clear description of event. The goals for the project are appropriate for the nature of the event.</td>
<td></td>
</tr>
<tr>
<td>Background</td>
<td>Missing/Unclear</td>
<td>Clear explanation of appropriate preparation for the event, or clear explanation of why lack background is appropriate in this case.</td>
<td>Meets minimum requirements and also describes how this is a unique opportunity in your discipline. Clear case is made for why the candidate needs to travel internationally. Clear case is made for why this conference is important to the discipline and/or teaching.</td>
</tr>
<tr>
<td>Outcomes: Contribution to discipline</td>
<td>Missing/Unclear</td>
<td>Describes how candidates’ attendance/participation will contribute to their understanding of their field. OR Describes how the candidate will use information gained from this event to further their own professional activities.</td>
<td>Describes how candidates’ attendance/participation will contribute to their understanding of their field. AND Describes how the candidate will use information gained from this event to further their own professional activities.</td>
</tr>
<tr>
<td>Outcomes: Contribution to Professional Development</td>
<td>Missing/Unclear</td>
<td>Describes how candidates’ attendance/participation will contribute to their teaching in their field OR Describes how the candidate will use information gained from this event to impact student learning outcomes.</td>
<td>Describes how candidates’ attendance/participation will contribute to their teaching in their field AND Describes how the candidate will use information gained from this event to impact student learning outcomes.</td>
</tr>
<tr>
<td>Outcomes: Relation to college mission/vision</td>
<td>Missing/Unclear</td>
<td>Clear relation to college mission with examples and explicit linking of discipline or teaching outcomes to the college mission.</td>
<td>Clear relation to college mission with examples and explicit linking of discipline or teaching outcomes to the college mission. AND Describes how candidates will share the knowledge they have gained with colleagues.</td>
</tr>
</tbody>
</table>
## Budget Template

**Project period**  
From _________ To _______________

**Projected Budget**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials and supplies (please specify)</td>
<td></td>
</tr>
<tr>
<td>Conference Travel</td>
<td></td>
</tr>
<tr>
<td>• Common Carrier/Rental/Personal Auto</td>
<td></td>
</tr>
<tr>
<td>• Lodging per day x # days</td>
<td></td>
</tr>
<tr>
<td>• Registration fee</td>
<td></td>
</tr>
<tr>
<td>• Other (such as per diem, other transportation, poster printing etc.)</td>
<td></td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td></td>
</tr>
<tr>
<td>Total Amount Requested</td>
<td></td>
</tr>
</tbody>
</table>
Template for unit level approval

Date

Dear Funding Committee:

Please accept this letter as indication that this application for [indicate project here] has been approved at the unit level.

Typed name of unit level designee for approval

Signature of unit level designee for approval