

GUIDE TO FACULTY DEVELOPMENT OPPORTUNITIES

Faculty Development Goals and Objectives:

Faculty development has as its goal continued renewal and growth of the faculty in all facets of their professional lives. At Saint Anselm College, the members of the faculty fulfill a variety of roles: as teachers whose commitment is to provide their students with expert instruction and guidance; as participants in the collegial community of a Catholic liberal arts college; and as members of the community of scholars within their disciplines. It is the purpose of the Faculty Development Program to provide resources which will help the faculty to develop as scholars, to publish, to share insights both within the community and at professional conferences, and to improve their work in the classroom. Consequently, the objectives of the Faculty Development Program are: 1) to maintain and enhance faculty effectiveness; 2) to help faculty fulfill academic responsibilities; and 3) to ensure satisfactory adjustments to changing environments in instruction and within the disciplines. The effects of the program will be seen, ultimately, in the quality of the instruction students receive and in the quality of scholarly activity and collegial involvement on campus.

Faculty Development Opportunities

Faculty development at Saint Anselm College is supported by seven distinct sources, each with its own objectives, budget, application deadline, selection process, and report procedures. Faculty may receive support from their individual allocations for faculty development, departmental faculty development funds, the Dean's Fund, summer research grants, sabbaticals, the Lynch Fund, and the fund for studies in Catholic social teaching, each of which is described in detail below. In view of the many varieties of faculty development support available, applicants should in every case make clear reference to the source to which they are applying. Questions about any of the faculty development opportunities described here may be directed to the office of the Dean of the College, ext. 7250.

1. INDIVIDUAL ALLOCATIONS FOR FACULTY DEVELOPMENT

Description/Guidelines: funds allocated annually to individual full time faculty members to assist their development as scholars, teachers, and professionals in their disciplines. Funds can be used for attending conferences and workshops, purchasing memberships, and buying materials to engage in research such as journals, supplies, books, and technology. All funds should be used exclusively for the faculty member's scholarship and teaching.

Eligible expenses do not include faculty stipends, speaker honoraria, or food/refreshments for departmental or campus meetings. In addition, funds may *not* be used to purchase laptops or desktops. If a faculty member has a legitimate research need for a second computer, s/he can request one through his/her department chair. The department chair should, in turn, follow the appropriate approval process for such technology purchases through the college's IT department. Questions regarding such technology requests, or eligible expenses more generally, can be directed to the Dean's Office.

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- Available Funds: Varies yearly. Currently \$1250 annually per full time ranked faculty member and \$625 annually per full time clinical faculty member.
- To Access Funds: Process reimbursements and invoices through the Business Office. Approval of the Department Chair is required for all requests. Department Chairs must have their own requests approved by the Dean's Office. Please note that the Finance Office requires that expenses must be processed in the fiscal year in which they occur.

2. DEPARTMENTAL FACULTY DEVELOPMENT FUNDS

Description/Guidelines: discretionary funds awarded annually to departments to assist their faculty with scholarly and professional development. Funds can be used for attending conferences and workshops, purchasing memberships, and buying materials to engage in research such as journals, supplies, books, and technology. All funds should be used exclusively for faculty members' scholarship and teaching.

Eligible expenses do not include faculty stipends, speaker honoraria, or food/refreshments for departmental or campus meetings. In addition, funds may *not* be used to purchase laptops or desktops. If a faculty member has a legitimate research need for a second computer, s/he can request one through his/her department chair. The department chair should, in turn, follow the appropriate approval process for such technology purchases through the college's IT department. Questions regarding such technology requests – or eligible expenses more generally -- can be directed to the Dean's Office.

- Available Funds: Varies yearly. Currently \$100 for each full time, ranked faculty member and \$50 for each full time clinical faculty member.
- Apply to: Department Chair

3. DEAN'S FUND

Description/Guidelines: discretionary funds to assist faculty with work toward the doctorate, travel to conferences for the presentation of scholarship, or other research needs. Funds are disbursed upon approval of the Associate Dean. A faculty member's individual faculty development allocation must be exhausted before s/he will be awarded funds from the Dean's fund.

- Available Funds: Varies yearly.
- Apply To: Associate Dean, describing in detail the activities for which the Dean's Fund support is being sought, including a list of anticipated expenses.
- Apply by: For assistance to doctoral candidates, October 1; all others apply as needed.
- Formal Report: none.

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4. SUMMER RESEARCH GRANTS

Description/Guidelines: funds equivalent to two summer school courses to provide time for scholarly research and writing. See the college web site and Appendix X of the Faculty Handbook for more information.

- Available Funds: A basic stipend equal to the stipend offered in summer school for teaching two courses.
- Apply To: Chair, Faculty Development Committee, c/o Office of the Dean of the College, making clear reference to "Summer Research Grants."
- Apply By: November 1 for the following summer.
- Formal Report: A summary of the research by October 1 to the Dean of the College; results also presented formally to the department or in a College colloquium.

5. SABBATICALS

Description/Guidelines: leave time intended to provide academic faculty opportunities to enrich their personal and professional resources through such activities as study, research or other suitable undertaking which enhances their contribution to the College as a teacher and scholar. Sabbaticals are funded at full salary for half a year, and half salary for a full year. See Appendix VII of the Faculty Handbook for more information.

- Available Funds: Varies, depending upon salary and other considerations.
- Apply To: Dean of the College.
- Apply By: October 1 for leave beginning in the following academic year using the application forms found on the college web site.
- Formal Report: Submitted to the Dean of the College before the beginning of the semester following the sabbatical.

6. JOHN A. LYNCH FACULTY/STUDENT PROJECT FUND

The John A. Lynch Faculty/Student Project Fund was created to honor John Lynch for his dedication to excellence in teaching. This Fund was established by Professor Lynch's colleagues and former students on the occasion of his retirement in the Spring of 1991 from 44 years of service to Saint Anselm College. Earnings from this Fund will be used to support co-curricular faculty/student projects that bring faculty into mentoring relationships with students. Examples of such projects would include course-related trips, regional professional conferences, and modest research projects.

- Available Funds: Varies yearly.
- Apply To: Associate Dean.
- Apply By: Proposals will be accepted on a rolling basis, until the current year's Fund is exhausted.

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7. STUDIES IN CATHOLIC SOCIAL TEACHING

A portion of the Faculty Development Endowment is reserved for the support of programs devoted primarily to Catholic social teaching. The goal of this fund is to assist departments and faculty members to become knowledgeable about Catholic social teaching and other Catholic teaching, and to integrate this tradition into the curriculum of the departments.

The fund will support academic departments in developing summer seminars conducted by noted scholars in Catholic social teaching and related fields. It may also be used by individuals of interdisciplinary groups to support other activities designed to enrich the curriculum by developing an understanding of this tradition. This endowment is intended to support a broad range of academic disciplines, including such subjects as: the intersection of Catholic theological tradition and the sciences or literature; Catholic social thought and its relation to economics and business; just war theory and international policy; and the theology of the human person and human rights policies.

Proposals should not exceed three pages in length and should include: 1) a detailed description of the activity and/or subject of study; 2) a clear connection to curricular development; 3) a detailed budget and calendar; and 4) a plan for disseminating and/or applying the results of the study or activity on campus.

- Available Funds: Varies yearly
- Apply To: Associate Dean
- Apply By: As soon as proposal is prepared, but no later than March 21.
- Formal Report: A summary of the outcome of the work to the Dean's Office one month after funded project is completed.

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