Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Faculty Research and Development Committee; Faculty Awards Committee

TOPIC: Deletion of FPPM section V.E Guidelines for Faculty Research and Development Grants and Cover and Sign Off Sheets for Faculty Sabbaticals, Faculty Connections, Faculty Research and Development Grants, Faculty Awards (cover sheet only for this committee).

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The Faculty Research and Development Committee has consistently received proposals for faculty sabbaticals, faculty connections, and faculty research and development grants that follow a variety of formats of presentation of required information and in some cases are missing required format elements such as correct cover page or sign off sheet. Thus, in committee discussions it was proposed that a centralized fillable and downloadable form located on an outside website, with the web link included in the FPPM would be the best way to provide applicants with an easier manner to access information required for application and applying for a sabbatical, faculty connection program, or research and development grant. Further, it was discussed that re-organization of the FPPM location of materials related to faculty sabbaticals and faculty connection programs into one overall section in the FPPM rather than having information located in multiple places would be beneficial to applicants. As such, revisions to FPPM language and location of material faculty research and development grants, the cover sheets and sign off sheets was conducted. Further, the committee developed downloadable and fillable word proposal documents that contain the sign off sheets, cover sheets (revised to focus on particular proposal being submitted rather than one for all types of proposals. ~~Finally~~Finally, the committee worked with IT on the creation of a website for the Faculty Research and Development Committee to house the application forms. N

<u>SUMMARY</u> OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions)**:**

The following sections of the FPPM were deleted:

I. Section VE Cover Sheet

      1. This section is now included in the overall application packet for each separate program evaluated by this committee (faculty sabbaticals, faculty connections, and faculty research and development grants) housed on the Faculty Research and Development Committee website.

      2. The Cover Sheet was also revised in each separate application packet to focus ONLY on sabbaticals, faculty connections, or research grants respectively. (See attached copies of application documents for review)

      3. The cover sheet also included reference to the Faculty Awards nominations. Consultation with the chair of this committee, Dr. Connie Koski indicated that the entire form could be deleted from the FPPM as:

            i) The FPPM criteria for nominations do not refer to the required use of this form

            ii) Individuals submitting nominations have not been using this form

II. Section VE sign off sheet

      1) This section is now included in the overall application packet for each separate program evaluated by this committee (faculty sabbaticals, faculty connections, and faculty research and development grants) housed on the Faculty Research and Development Committee website.

      2) The sign off sheet was also revised in each separate application packet to focus ONLY on sign off information relevant to sabbaticals, faculty connections and/or research and development grants respectively (see attached copies of application documents for review).

III. Section VE criteria for evaluation of faculty research and development grants

      This section is now included in FPPM section VA Faculty Research and Development Grants

<u>RATIONALE</u> FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed)**:**

These changes have streamlined the location of information regarding faculty sabbaticals and faculty connections programs into one centralized location in the FPPM and for faculty research and development grants in the FPPM rather than having information located in multiple areas providing a more concise and accessible manner of retrieving

information for applicants. In addition, the development of a fillable application for each of the programs located on an external website will provide ease of access an application form including all required material to eliminate confusion as to what should be included in the application and to ensure that the applications received by applicants is consistent across submissions.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:
Action(s) Taken:

Date first read at Faculty Senate:
Action(s) Taken:

Date final action taken by Faculty Senate:
Action(s) Taken:
Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):
Action(s) Taken:
PVPAA: _____
Date: _____

Date submitted to other administration:
Action(s) Taken:
Administrator: _____
Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

E. GUIDELINES FOR FACULTY RESEARCH AND DEVELOPMENT GRANTS

Applicants for research and development grants must prepare a proposal according to the following guidelines. Proposals are judged on academic significance and quality of research including but not limited to soundness of rationale and objectives, detailed explanation of proposed procedures and expected outcomes and the qualifications of the faculty member to carry the project to completion. All of the following areas must be addressed even if answered "none" or "not applicable."

I. COVER PAGE

Name of applicant

Address (Home and Office)

Phone Number (Home and Office)

Type of grant sought (Faculty Development or Faculty Research)

Period during which grant will be used

Amount requested

Date of submission

Signature of applicant

II. SIGN OFF SHEET FOR RESEARCH AND DEVELOPMENT GRANT

III. PROJECT ABSTRACT. (minimum 100 words, maximum 250 words)

IV. NARRATIVE DESCRIPTION OF PROJECT (six double-spaced pages maximum)

A. Goals. Describe specific project goals with attention to specificity, clarity, creativity, and originality.

B. Procedures. Describe the project including very clear and specific justification of all budget items. A time line for the development and completion of the project must also be included. If applicable, also describe subjects to be used and their expected roles. (The necessary consent forms for animal and human research are available in the office of the PVPAA and a copy must be attached to the proposal as an addendum).

C. Expected Outcomes. Describe the expected results of the project and the impact upon courses, students, and your profession. Describe plans for publication, presentation, course materials, other means of disseminating, or implementing the results at Longwood University.

D. Benefit to Longwood. Explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching, and/or service. Include any additional information that the faculty member believes will support his or her application, including the benefit to the faculty member in terms of professional development.

E. Current status of project. Describe what preliminary research you have already undertaken or other preparation you have accomplished thus far. F. Vita. An up-to-date vita must be submitted with the application. V. BUDGET. The total figure submitted should be itemized in categories that explain in detail how the funding will be used. Every attempt should be made for the efficient use of funds. Note: funds distributed by this committee may be subject to state and federal taxes.

VI. PREVIOUS GRANTS. List all previous grants received from Longwood and outside sources (including Longwood Foundation), including the dates awards were received, the time periods covered by the awards, the purpose of the awards, the results/products/outcomes of those grants, and whether or not the stated goals of the awards were achieved.

One copy of the sign-off sheet must be submitted electronically to the Chair of the Faculty Development Committee by the specified deadline. The grant proposal must be submitted via email as an attached document as specified by the Chair in the call for proposals. If the grant is not recommended by the department chair, the dean or the Committee on Faculty Development, their rationale must be in writing and the applicant may respond in writing to the rationale. Faculty members will be notified in writing regarding the acceptance or rejection of the proposal within one week of the date final decisions are made.

Applications for faculty development and research grants must be submitted by the last Monday in January.

Applicants will be notified by the third Monday of March.

Reference: Faculty Senate, April 27, 2017, April 26, 2018.

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Cover Sheet
Faculty Sabbaticals/Faculty Connections,
Research and Development Grants and Faculty Awards
Forward proposals to chair of appropriate subcommittee:
Chair of Sabbaticals/Connection Subcommittee
Proposals for Sabbaticals/Connections are due the first day of the Spring semester Chair of Development
and Research Grants Subcommittee
Proposals for Grants are due the last Monday in January Chair of Faculty Awards Subcommittee
Nominations for Faculty Awards are due February 1

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All submissions must follow the guidelines provided in the current Longwood University Faculty Policies and Procedures Manual. Submissions that do not follow current guidelines will not be considered for approval.

Faculty: _____ Date: _____

If the current proposal is accepted/funded, the University Committee on Faculty Development would like to make the document available in the future for perusal by other faculty, on a University website, to serve as an example of a successful proposal. All personally identifying information will be deleted from the proposal before it is made available to the faculty. All applications for Sabbaticals, Connections, and Research and Development Grants, notification letters, and reports submitted upon completion of leaves and grants will be stored electronically so that they may be readily available to the members of the Committee on Faculty Development and University administrators as needed in connection with future leave and grant applications.

I agree _____ I do not agree _____ to allow the University and to use the current proposal in future years as an example of a successful proposal.

Proposal _____ Nomination _____ for:

Sabbatical _____ (Dates of previous sabbatical or connection:_____) Faculty Connection _____ (Dates of previous sabbatical or connection:_____)

Development and Research Grant
_____ Faculty Development Grant
_____ Faculty Research Grant

Award:
_____ Raiford Outstanding Teaching Award
_____ William David Stuart Leadership and Service Award
_____ Provost's Scholarship Award
_____ SCHEV Outstanding Faculty Award

Description, not to exceed six pages (Required: Format and information outlined in Faculty Manual)

SIGN OFF SHEET FOR SABBATICALS AND FACULTY CONNECTIONS PROPOSAL APPROVAL

FACULTY MEMBER

SEMESTER(S)

It is the responsibility of the proposal writer to inform the Department Chair of the proposal's potential impact upon teaching load, advising, committee service, or department support services. Furthermore, the proposal writer is responsible for obtaining all signatures in a timely fashion.

Department Chair: _____   Date: _____

Approval of Proposal: Yes [ ] No [ ]

Explanation of how faculty member's departmental responsibilities will be addressed during the leave of absence:

_____
_____
_____
_____
_____
_____

College Dean: _____   Date: _____

Approval of Proposal: Yes [ ] No [ ]

Estimated cost of replacing faculty member during leave of absence: _____