

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: **Committee on Faculty Development**

**TOPIC:** **FPPM policies on Sabbaticals, Connections, and Grants.**

**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 Committee on Faculty Development realized that, even though changes were made to the submission/application instructions last year, some faculty submitted applications that were inadequately explained or followed an incorrect format. Further, committee members were unclear whether some applications were redundant with previous applications. Committee members were also unclear regarding the proposed use of funding in some Grant applications.**

**SUMMARY 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 Committee on Faculty Development is suggesting changes to the instructions for Sabbaticals/Connections and Grants in order to clarify the process for faculty members, as well as ensure that all pertinent information is provided to the Committee both before and after Leaves and Grants. Further, we suggest that it be made clear that Chairs and Deans provide their agreement only when these administrators have approved all aspects of the applications, including specific justifications for requested funding.**

**Additions to the FPPM text are shown below highlighted in yellow. Language to be deleted is highlighted in blue and struck.**

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

**The rationale is to ensure that faculty are fully aware of the application and reporting process and required information, and only clearly justifiable Grant and Leave applications are evaluated by the Committee on Faculty Development.**

**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:

## **A. FACULTY DEVELOPMENT AND RESEARCH**

1. **Definitions:** Faculty development includes activities to improve instruction and/or curriculum. Research may involve experimentation, artistic performance, and documentary search and/or survey. It may include the review of literature and/or the collection, analysis, and interpretation of data, as well as the presentation of results in a manner acceptable to the discipline involved.
2. **Policy:** Any member of the full-time faculty may apply for funds for development and/or research projects to be carried out during the summer months or during periods of leave from the University. Generally, funds are to be restricted to expenses incurred during the course of the development or research project; in years when sufficient funds are allocated for development or research, some stipends may be granted as well.
3. There are two major categories of grants available:
  - a. Faculty Development Grants: These grants may be awarded for travel, producing or participating in workshops, taking courses, or for other activities directly related to the development of curriculum and instruction.
  - b. Faculty Research Grants:
    - (1) Summer Research Assignments - a limited number of grants are available for research projects that require an extended period of study;
    - (2) Faculty Grants-in-Aid - these grants are awarded for smaller projects;
    - (3) Research-related Travel - these grants are given, for example, to travel to a library or museum or field site for study of materials not available locally.
4. **Procedures:** An applicant for a research or development grant will submit a proposal to the Committee on Faculty Development. This committee will review all proposals and make recommendations to the Provost and Vice President for Academic Affairs (PVPAA). Any research involving human or animal subjects must also be approved by the Human and Animal Research Review Committee. The PVPAA will notify each applicant in writing whether or not his/her grant proposal has been approved and will send copies of such notice to the department chair, college dean, and to the Committee on Faculty Development.

Applications for faculty development grants and research grants must be submitted by the last Monday in January. Applicants will be notified of grant approval by third Monday of March.

5. Proposal guidelines can be found in [Section V, A](#). Any additional procedures and guidelines for proposals will be distributed by the Committee on Faculty Development early each fall and will also be available in the Office of the PVPAA.
6. Recipients of research or development grants are required to submit a written report of their activities during the period of the grant, specifically addressing each of the stated goals of the grant and providing evidence for whether or not the specific goals were achieved. This report must be submitted by September 1 for a spring or summer grant and by January 30 for a fall grant. Copies of the report go to the PVPAA and to the Committee on Faculty Development. Faculty members who fail to submit such a written report will not be eligible to receive future grants.

*Reference: Minutes of the Organization of Teaching Faculty, April 27, 1989.*

## **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  
Signature of Department Chair  
Signature of the Dean

### **II. SIGN OFF SHEET FOR RESEARCH AND DEVELOPMENT GRANT**

**III. PROJECT ABSTRACT.** On a separate page (minimum 100 words, maximum 250 words) **5 point maximum.**

**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 **general approach to 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 broad categories that explain in detail how the funding will be used. such as travel, equipment, supplies, or other significant line items. 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 research 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.*

**Cover Sheet**  
**Faculty Sabbaticals/Faculty Connections,**  
**Development and 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**

**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**  
\_\_\_\_\_ **Starke Faculty Excellence Award**  
\_\_\_\_\_ **Junior Faculty Award**  
\_\_\_\_\_ **Raiford Teaching Award (Junior Faculty)**  
\_\_\_\_\_ **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)**

*References: Faculty Senate, October 12, 2000, November 9, 2000, April 9, 2009, April 27, 2017.*



**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 the leave of absence:

**SIGN OFF SHEET FOR INTERNAL RESEARCH AND DEVELOPMENT GRANT  
PROPOSAL APPROVAL**

It is the responsibility of the proposal writer to inform the Department Chair of the grant's potential impact upon teaching load, advising, committee service, or department support services. Furthermore, the grant proposal writer is responsible for obtaining all signatures in a timely fashion. The signatures of the department chair and dean indicate that the proposed activities will not adversely affect academic programs. The signatures of the department chair and dean indicate approval of all components of the application, including the requested budget and specific goals.

Deadline by which proposal must be submitted: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: **Yes** [  ] **No** [  ]

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: **Yes** [  ] **No** [  ]