

Section 3.0
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3.0 Professional Development

3.1 Policy on Faculty Development

The Tennessee State Board of Regents recognizes the need for the continued professional growth and development of all faculty at East Tennessee State University. The continued professional growth and development of faculty is necessary for institutions of higher education to continue to provide educational programs that: (a) include all new developments and knowledge in academic disciplines; (b) reflect new instructional, research, and public service techniques and strategies; and (c) meet the changing needs and expectations of students. While all faculty are responsible for their own continued professional development, it is essential that the Board of Regents and the University provide planned, organized faculty development programs to encourage professional growth in accordance with their missions and goals. Pursuant to the foregoing considerations, the University hereby sets forth the following minimum guidelines concerning faculty development:

The University shall plan and implement on an annual basis a structured, coordinated program for faculty development. The program will be designed to achieve predetermined institutional objectives and will utilize an appropriate variety of activities including, but not limited to, the following:

Systematic evaluation of instruction by students, faculty, and appropriate administrators to provide bases for planning means of increasing the effectiveness of the instructional program.

Encouragement of innovation and improvement of instruction by a recognition system, i.e., outstanding professor awards.

Effective use of grants-in-aid and scholarships pursuant to Board of Regents Policy No. 5:01:04:00.

Provision of financial support through grant awards and other means for research, CREATIVE ACTIVITY, and professional service, and for faculty participation in major activities of their respective professional associations.

Sponsorships of local forums, lectures, and workshops on scholarly developments and activities.

04/19/89

3.2 Advanced Degree Study for Full-Time Faculty Members

Faculty members may be admitted to the School of Graduate Studies through established procedures, or may enroll for graduate coursework on a non-degree basis. Though faculty members are generally ineligible to receive a graduate degree from East Tennessee State University, exceptions to this policy may be granted by the Dean of the Graduate School if graduate study at ETSU will be a special advantage to the University and when graduate study elsewhere is not feasible.

The faculty member will be subject to all policies governing graduate study as specified in the graduate catalog at the time of first enrollment. A faculty member will not retain graduate faculty status while matriculating in a graduate program.

01/91; 11/08;

3.3 Policy on the Research Development Committee

The Research Development Committee of East Tennessee State University serves as an advisory body to the Associate Vice President for Research. The Research Development Committee is also responsible for distribution of Research Development Committee Funds following the guidelines provided below. The budget of the Research Development Committee provides funds for assistance to faculty members in support of individual research projects. These funds are in addition to departmental and college/school resources, including the award of released time.

3.3.1 Policy

Research Development Committee research funds are administered by the Office of Research and Sponsored Programs on behalf of the Research Development Committee. The Office of Research and Sponsored Programs also provides administrative support services to the Committee. The Committee approves budgetary allocation of the funds available for the year, evaluates applications for grants, and approves those to be supported. Two types of financial assistance are available from the Research Development Committee

3.3.1.1 Major Research Grant (\$1,000-\$6,000)

These grants support such research costs as student assistants, supplies and equipment, travel necessary to engage in research (but not travel to present the results of research), and released time. Funds for clerical support for the preparation of manuscripts are not available from the Committee. Grants in *varying* amounts are approved on the bases of merit and of priority of the individual proposal and appropriate justification of specific needs to carry out the research. Grants are made for the fiscal year (July 1 to June 30).

- a. **Summer Research Stipends.** A request for a summer stipend may be included in an application for a research grant. The amount of the stipend for the summer research grant will be equivalent to the teaching of one three-hour course during the summer, up to a maximum of \$2500. During the entire summer term, the recipient of a summer research stipend will not be permitted to teach more than one course or a maximum of four semester hours. The total amount of other summer salary support (e.g., from an extramural grant) must follow the Tennessee Board of Regents policy (TBR Policy 5:02:04:10) concerning total compensation permitted for academic year appointees during the summer.
- b. **Research Graduate Assistants.** The funding of a graduate assistant may be included in an application for a research grant. The graduate assistant will receive the approved stipend rate for the academic year during which the appointment is held. Such support is to be included in the total budget of a research grant (maximum of \$6,000) and money to pay the in-state maintenance fee (i.e., tuition) must be included.

3.3.1.2 Small Grants (\$1,000 maximum)

Small Grants may be requested up to a maximum of \$1,000 to support modest costs of research, such as supplies, chemicals, travel to libraries and travel for the purpose of data collection. Small Grant funds may also be used to defray journal article publication costs and purchase of reprints. Applications for small grants may be made at any time during the year;

however, see section 3.3.1.3 below. The Research Development Committee uses a short-review process to make timely decisions on these applications.

3.3.1.3 Cut-off Dates

All funds must be expended by June 30 of the year for which the award is made. The chairperson of the Research Development Committee will establish appropriate cut-off dates prior to June 30th for the initiation of grant expenditures.

3.3.1.4 Eligibility

Any tenured, tenure-track, or full-time employee of the University who holds faculty rank is eligible apply for funding from the Research Development Committee. However, in the case of individuals on renewable yearly contracts the department employing the individual must guarantee that the if the award is made the recipient will be in the employ of the University during the time period in which the grant is in effect. Students of the University are ineligible. The Committee will make no Major Research Grant to the same individual two years in a row and no more than two Major Research Grants to the same individual in any five-year period. An individual may submit no more than one Major Research Grant application in any funding cycle (see 3.3.8.1). These restrictions do not apply to Small Grant applications.

3.3.2 Priority Funding

The Research Development Committee will consider applications from all eligible faculty members; however, priority will be given to those applicants who meet the following criteria:

- a. new researchers;
- b. researchers at all levels for whom an RDC grant will enable completion of preliminary work that will help the researcher become competitive for external funding;
- c. experienced researchers in need of additional funding to sustain a research project pending receipt of external funds or whose track record is such to suggest a high likelihood of successful results;
- d. experienced researchers entering new research fields; and
- e. researchers for whom external funding realistically is not available.

Faculty members who have some external funding are not automatically precluded from receiving a Major Research award from the Research Development Committee if the project is not the same project as that receiving external support and the researcher is a new faculty member or an experienced investigator in process of changing direction in their research or scholarly activity. However, Major Research Grants may not be used to supplement existing extramural support. Additionally, the applicant must inform the Research Development Committee if he/she is submitting a proposal to an external funding source requesting support for the same project described in the application to the Research Development Committee. In the event that the award is made by the external agency before the Research Development Committee grant begins the money will be returned to the Committee for assignment to another applicant. If the external award is made after Research Development Committee funding has begun the disposition of the remaining funds will be determined by the Chair of

the Committee and the Associate Vice-President for research after discussion with the Researcher.

3.3.3 Review Criteria and Rating

3.3.3.1 Review Criteria

- a. The description of the research is detailed enough to permit adequate evaluation.
- b. The research problem is of sufficient importance, significance, and originality.
- c. The problem is not more complex than stated.
- d. The project is likely to produce new and useful information.
- e. The methodology is adequate and appropriate to the research.
- f. The overall design of the research or scholarly activity has been carefully thought out.
- g. The investigator appears to be familiar with pertinent literature and methodology.
- h. If a scientific investigation, the proposed research is based on a sound hypothesis that rests on sufficient evidence.
- i. The proposed budget is reasonable and sufficiently justified.
- j. There is a good possibility of external sponsored support.

3.3.3.2 Merit Ratings

Each application is given a rating of from one to four (1 to 4) in priority according to the criteria given in section 3.3.3 and a merit according descriptions below. The final score for the proposal is a sum of the two scores.

- a. A rating of one (1) indicates that a proposal does an excellent job of meeting the review criteria. The proposal is nearly certain to result in publication or presentation to an appropriate scholarly audience. The proposal merits funding without question or reservation.
- b. A rating of two (2) indicates that a proposal does a good job of meeting the review criteria. The proposal is quite likely to result in publication or presentation to an appropriate scholarly audience. The proposal clearly deserves support.
- c. A rating of three (3) indicates that a proposal does an adequate job of meeting the review criteria. The proposal has a reasonable likelihood of resulting in publication or presentation to an appropriate scholarly audience. The proposal should be funded to the extent that budgetary limitations permit.
- d. A rating of four (4) indicates that a proposal does not meet the review criteria or marginally meets the review criteria. The proposal is less likely to result in publication

or presentation to an appropriate scholarly audience. The proposal should perhaps be funded in light of other considerations or with the understanding of less likelihood of productivity.

- e. Each application is also given a priority rating of one to four (1 to 4) with one being the highest priority according to criteria outlined in Section 3.3.3.1.
- f. Merit ratings and priority ratings are added and proposals are ranked and funded from lowest to highest total score. Two (2.0) is a perfect score.
- g. For those applicants who have received an RDC major grant within the last five (5) years (including the year for which the current proposal is submitted), one-half point will be added to the total score prior to ranking of the proposals. Applicants' scores will not be affected by having previously received RDC Small Grants (formerly known as RDC Grants-in-Aid) within the last 5 years.

3.3.4 Exclusions

Grants from the Research Development Committee may not be used for support in obtaining advanced degrees, the research for or preparation of theses or dissertations, or the publication of thesis or dissertations.

3.3.5 Submission Procedures

Application forms for Research Development Grants may be obtained from the Office of Research and Sponsored Programs. The Research Development Committee will establish and publish deadlines for a single funding competition for Major Grants, typically in February. For both Small and Major grants the completed application must be routed through the appropriate chair and dean, or supervisor and director. The application must be signed by these individuals before it will be considered for review.

Although a proposal may be submitted to the RDC before approval is received, research projects involving human subjects, animals, or hazardous materials must be approved by the appropriate University committee before the project can begin.

3.3.5.1 Major Grants

For Major Grants eighteen (18) copies of the signed application must be submitted to the Office of Research and Sponsored Programs by the published deadlines (date and time) for distribution to the Research Development Committee. Applications submitted after the published deadline will be returned to the applicant.

3.3.5.2 Small Grants

Applications for Small Grants may be made at anytime during the year. Eighteen (18) copies of the signed application must be forwarded to the Office of Research and Sponsored Programs for distribution to the Short Review Subcommittee of the Research Development Committee.

3.3.6 University Expectations

The Research Development Committee makes awards to support research with the following understandings:

Research grants are awarded for the purpose of conducting professional academic research. Acceptance of the award signifies the intent of the employee to continue at the University for the following academic year. Recipients of awards must sign the acceptance form before an account is established and expenditures can be made.

The University exercises no direction or supervision over the details of the research to be performed, but it does require adherence to the original objectives and purposes of the research and adherence to the established policies of the University.

Each recipient of an award must report to the Committee upon completion of the project or the grant period as to the final expenditure of funds, the results of the research, and proposed or resulting publications. The report must be submitted to the Office of Research and Sponsored Programs no later than 90 days after the termination date of the grant. No person shall be eligible for consideration for a Research Development Committee award unless final reports from previously funded projects have been filed and approved by the Committee.

Each publication resulting from a research grant must carry an acknowledgment stating that the research was supported by the East Tennessee State University Research Development Committee. Each recipient of either a Small Grant or a Major Grant is required to provide one copy of any resulting papers or publications to the Office of Research and Sponsored Programs and one copy to the University Library.

Recipients of a summer stipend will devote a large part of the summer period to the research proposed in the grant. No other substantial effort, such as teaching more than one course or the equivalent in sponsored program activity, will be permitted. Persons employed under a twelve-month contract will not receive a stipend in addition to their regular salary.

If a patentable invention or copyrightable material results from major grant support the Principal Investigator must follow procedures described in the East Tennessee State University Policy on Patents and Copyrights.

3.3.7 Grant Administration Procedures

Following notification of award, the Principal Investigator will be contacted by the Office of Research and Sponsored Programs to discuss and finalize the project budget. The Office of Research and Sponsored Programs will request an account number on behalf of the Principal Investigator, and provide the Principal Investigator with this number, a copy of the final budget, and the Research Development Committee expenditure guidelines. The Principal Investigator is expected to carry out the research project as specified in the proposal, and to administer the account in accordance with established University fiscal procedures and regulations. Payment of any overdrafts on Research Development Committee accounts will become the responsibility of the Principal Investigator's department.

Any changes in the budget for the project must be approved by the chair of the Research Development Committee and the Associate Vice President for Research. Requests for such adjustments must be made in writing.

Grant funds must be expended or, where permitted, encumbered by the end of the fiscal year (June 30). The Principal Investigator is responsible for meeting this deadline and for not exceeding the budget allocated in the grant. If expenditures exceed the amount granted the Principal Investigator's department will be responsible for provision of funds to cover the overdraft.

01/05/89; 10/17/96

3.4 Classification of Employees, Their Spouses and Children, and Graduate Assistants for Purposes of Fees and Tuition

The following policies shall be applicable to all regular full-time employees, their spouses and children, and graduate assistants at institutions and area vocational-technical schools governed by the State Board of Regents for classification for purposes of fees and tuition:

All regular full-time employees, their spouses and children, shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any institution or school governed by the Board.

Graduate assistants shall be classified as in-state students for purposes of fees and tuition at the institutions where they are pursuing graduate studies as graduate assistants.

TBR Policy 5:01:04:10; 09/30/83; Source: SBR Meetings, June 24, 1977; September 30, 1983; this policy became effective as of the beginning of the 1977-78 academic year.

3.5 Faculty and Staff Support for Educational Expenses

Refer to *ETSU Personnel Policies and Procedures Manual* at

<http://www.etsu.edu/humanres/ppp/PPP-13.htm>

TBR G P-130; 08/94; Effective 03/06, policy changes will appear on the webpage cited

3.6 Presidential Grant-In-Aid

The Presidential Grants-in-Aid for faculty development are funded annually in the East Tennessee State University budget. These funds are in lieu of external funding and in addition to resources in departments or other sources in the University.

The Presidential Grants-in-Aid are administered by an Ad Hoc Committee composed of representatives from each college/school. The representatives are nominated by the college/school dean. The committee chair is appointed by the Vice President for Academic Affairs.

The committee is responsible for reviewing applications and for making recommendations for awards to the Vice President for Academic Affairs. The final approval on awards is made by the President.

3.6.1 Policy

The Presidential Grants-in-Aid may be awarded for planned programs of faculty development that enhance teaching, research development or service. The awards may include funding for either credit or non-credit activities for continuing development in the applicant's current discipline, preparation in a new area or discipline or study leading to a degree.

Individual faculty applications for a Presidential Grant-in-Aid will be given the highest priority. Full-time tenured faculty and faculty on tenure track are eligible to apply for an individual grant-in-aid. The maximum funding for an individual award is \$5,000.

A department, school/college or an interdisciplinary group may apply for an award to provide development activities of value to a number of faculty. However, group awards will be considered as an exception and must be carefully designed in detail. The application will require special scrutiny and special approval.

Recipients of individual awards and the applicant for a group award must agree to submit a brief written report to the Presidential Grant-in-Aid Committee following completion of the activity.

3.6.2 General Information

The criteria used by the committee will include the merit of the activity for enhancement of teaching, research development or service activities. The committee will rate submitted proposals on a scale of one to five (one-highest) and funding will be based upon the scores received.

There are no restrictions on the number of awards an individual or faculty group (school/college, department, etc.) may receive over the years. However, if funds are not available to meet all requests, and all other factors are equal, preference will be given to those who have not received awards previously.

Some types of activities will not be funded or will receive low priority. Applications to attend courses, training programs, seminars, etc. of short duration (e.g. 1-2 days) that require high costs of travel, per diem and registration fees, will receive low priority for funding. Research proposals will not be funded; however, preparation to conduct research may receive positive

consideration. Funding to attend professional meetings or to present papers should be requested from department resources. On occasions where development activities occur in conjunction with professional meetings, partial funding may be approved.

3.6.3 Procedure for Submitting Applications

Complete the application form for a Presidential Grant-in-Aid, available online in Microsoft Word format at:

http://www.etsu.edu/senate/facultyhandbook/forms/presidential_grant-in-aid_app.doc

Attach copies of brochures, fliers or other materials pertinent to the development activity.

Submit the application to the department chairman and academic dean for comment and signature.

The signed form and eight (8) copies must be forwarded to the Office of the Vice President for Academic Affairs. **Do not forward the form directly to the committee.**

3.6.4 Grant Administration Procedures

Following are the deadline months and the activity period for the deadlines. A specific deadline date within these months will be determined by the Committee Chair and distributed as a reminder to all faculty through the e-mail system.

May, for activity period July – September

September, for activity period October – December

November, for activity period January – March

February, for activity period April – June

3.6.4.1 Funding Procedures

All awards will be made through existing ETSU processes (e.g., travel, supplies, honorarium, etc.)

Awards normally must be expended or, where permitted, encumbered by the end of the fiscal year (June 30). If an activity extends into a new fiscal year, the applicant(s) must divide the proposed budget to show which expenditures will fall into each fiscal year.

03/23/88; 11/19/01; Revised 01/25/02; Revised 11/05;

3.7 Guidelines for Faculty Non-Instructional Assignment

3.7.1 Purposes

The purposes of Faculty Non-Instructional Assignment include: enhance scholarship and the academic excellence of the University; contribute to the professional growth and renewal of the faculty; and strengthen the University's total curriculum and to improve teaching across the University in ways that cannot be accomplished under the constraints of regular workload assignments.

3.7.2 Eligibility

To be eligible for a faculty non-instructional assignment, an applicant must:

- a. Be a tenured member of the full-time teaching faculty, including department chairs;
- b. Have completed five (5) years in a professorial appointment at East Tennessee State University;
- c. Demonstrate significant scholarly or creative performance in the faculty member's discipline.

3.7.3 Application Procedures

Application forms for non-instructional assignments are available online at:

http://www.etsu.edu/senate/facultyhandbook/forms/Non-instructional_Assignment_Application.doc

Applications must be submitted by the first Tuesday in December for the following fall semester, the first Tuesday in June for the following spring semester, and shall include the following:

- a. A statement of goals and objectives compatible with the statement of purposes for the program (3.7.1.);
- b. Anticipated schedule of progress during the assignment;
- c. A resume of the applicant's professional career, and
- d. If applicable, proof of acceptance by cooperating universities, approval by granting agencies, etc.

3.7.4 Proposal Design

Each applicant is free to design and describe the proposal to best suit the field of study. An application cover page (for signatures of the chair and dean) is required. The department of the applicant will provide a plan for instructional replacement with commitment by the Vice President for Academic Affairs for such funds as necessary.

3.7.5 Proposal Evaluation and Recommendation

College/school faculty committees will evaluate non-instructional assignment proposals and advise the dean as to which should be recommended for approval. The dean will then recommend to the Vice President for Academic Affairs or Vice President for Health Affairs.

3.7.6 Completion of Assignment/Final Report

Upon completion of the assignment, each participant will submit a written report of the assignment activity to the President and forward copies to the Vice President for Academic Affairs or Vice President for Health Affairs, the appropriate dean, and to the chair. The report should include:

- a. A statement indicating the degree to which the objectives of the proposal were accomplished; and
- b. Evidence of work in progress or completed.

3.7.7 Sharing Benefits of Assignment

The faculty member will share the benefits of the non-instructional assignment with the University community through his/her participation in an appropriate forum on campus.

3.7.8 Regulations Regarding Pay and Benefits

The faculty member must comply with University regulations requiring a minimum of one semester of service for each semester of full-time non-instructional assignment. Non-instructional assignments shall be for one semester at full pay or an academic year at one-half pay. Full benefits will be continued for a faculty member who is pursuing a non-instructional assignment for the duration of the assignment.

3.7.9 Published Materials

Published materials or performances resulting from the assignment shall include acknowledgement of East Tennessee State University in the article, book, or public announcement of performance.

3.7.10 Reapplication

Eligible faculty members who are interested in applying should note the guidelines stated above for preparing the applications and the application dates. A recipient may apply again seven (7) years after completion of the previous non-instructional assignment.

3.7.11 College of Medicine Faculty Participation

Faculty in the College of Medicine may participate in the University's "Non-Instructional Assignment" opportunity as listed in ETSU Policy 3.7. However, due to the nature of the workload assignments in the College of Medicine, including twelve-month assignments, each request will be considered on its individual merits in a review that includes the Dean of the College of Medicine, the faculty member making application, and the faculty member's departmental chair. Applications should be submitted to the Departmental Chair in the College of Medicine on the dates outlined under section 3.7.3. Requests for non-instructional

assigned time during summer months will be considered with those for the subsequent fall semester and should be submitted by the first Tuesday in December.

This policy is in accord with TBR Guideline A-052.

12/11/89; 07/90; 9/92; 01/93

3.8 Faculty Awards: Nominations, Selection, Presentation, and Criteria

Each year, ETSU will recognize outstanding faculty achievement with three awards, one each for teaching, research, and service. Nominations for university-level awards should be more than an automatic submission of college award winners' dossiers with no further addition. Additional letter(s) from the dean and/or colleagues should make the case for the nominee being the best in the category for the entire university and should show how the nominee's contributions have benefited the entire university. Self-nominations should not be forwarded to the university committee unless the college is supportive of the nomination and adds support letters.

3.8.1 Nominations

During the first week of February, nomination forms for the three awards will be distributed by the Academic Affairs Office to faculty members. Forms will be available to students through the Office of Student Affairs and to Alumni through the Alumni Office. A copy of the nomination form will be made available through the Office of Academic Affairs or can be found online at:

<http://www.etsu.edu/senate/facultyhandbook/forms/DistinguishedFacultyAwardsNominationForm.doc>

The completed nomination forms for all three awards are to be returned to the **appropriate Dean** no later than Friday of the first week of April.

3.8.2 Selection

By the second week of March, each college dean will select three to five faculty members from his/her college, depending on the size of the college or use an appropriate existing committee, to serve on a Screening Committee for all three awards. The dean will forward a list of the membership to the Vice President for Academic Affairs.

Each College Screening Committee (College/Library/Developmental Studies) shall seek to identify the outstanding nominees in its college, based on the nomination statements submitted for each award. A college is not required to submit nominations for university awards. In the event that a single outstanding nominee cannot readily be identified for a particular award, the Screening Committee may select more than one nominee, subject to the restriction that the total number of nominees selected shall not be more than one (1) per fifty (50) full-time faculty members or major fraction thereof in the college. The definition of a full-time faculty member that appears in the Faculty Senate Constitution will apply here.

An outstanding nominee is to be chosen for superior achievement in teaching, research, or services cited in the nomination statements submitted in the nominee's behalf. The nomination statement should clearly indicate how the nominee has demonstrated outstanding achievement in the area of the award--teaching, research, or service. The statement should also indicate the faculty member's accomplishments in other areas of responsibility. While each award focuses on only one area of faculty achievement, nominees should be faculty who are generally productive, constructive members of the academic community. If a nominee for the Teaching Award holds an administrative position

such as department chair or associate dean, the support materials should make clear the nominee's teaching load.

Each College Screening Committee may submit its outstanding nominees for each category with a composite supporting statement and nomination materials to a campus-wide ad hoc Final Selection Committee by the first week of May. The college committee should ensure that the support material is professional, appropriate, and compliant with the guidelines adopted by Academic Council in 2005. A collection of Christmas cards & thank-you notes from students is probably not appropriate. A few letters of support from current & former students are much more meaningful. This Final Selection Committee is to be chosen by the Academic Vice President in consultation with the deans to ensure appropriate representation. The members of the Screening Committee are not eligible to serve on the Final Selection Committee for that year.

The task of the Final Selection Committee is to choose from the outstanding nominees the faculty member to receive each faculty award--teaching, research, or service. This committee will also submit a composite supporting statement for the nominees, along with the nomination materials.

A list of the nominees will not be released; nomination statements will be kept strictly confidential, and the name of the person chosen to receive each award will be maintained in strict confidence until the awards are presented at the Annual Faculty Conference.

All nomination statements will be maintained until the awards have been presented, after which time they will be destroyed.

3.8.3 Presentation

All these awards shall be presented by the Academic Vice President at the Annual Faculty Conference. Each award shall consist of an appropriately inscribed plaque and five thousand dollars (\$5,000).

A faculty member may receive a particular award (teaching, research, or service) only once, but may receive each of the three awards.

3.8.4 Faculty Teaching Award Criteria

The award will be given for consistently superior teaching accomplishments.

The nominee must be a full-time, tenured faculty member at ETSU, and only teaching at ETSU will be considered in making this award.

The teaching considered may be either undergraduate or graduate or both.

Documentation should focus on the effectiveness of instruction and multiple sources of evidence.

Areas of documentation may include such things as:

- ❖ quality of presentation in classroom or field;
- ❖ command of subject matter;
- ❖ development and use of innovative methods;
- ❖ student's achievement;

- ❖ ability to motivate students;
- ❖ peer evaluation;
- ❖ student evaluation;
- ❖ current and professional development;
- ❖ advising, tutoring, direction of theses and dissertations, and other forms of assisting students;
- ❖ textbooks or other published instructional materials indicative of teaching effectiveness;
- ❖ design or revision of courses, curricula, and materials;
- ❖ management of instructional programs or components;

3.8.5 Faculty Research Award Criteria

The award will be given for research accomplishments during the five years previous to the award.

The research for which the award is given must result in publication or in comparable accomplishment in the arts.

The winner of the award must be a full-time faculty member at ETSU.

Only research and subsequent publication accomplished while serving as a faculty member at ETSU will be considered in making the award.

Research of either basic or applied nature will be considered in making the award.

If a multiple-authored publication is submitted for consideration, the contribution of the nominee or applicant must be clearly identified.

The research for which the award is given may be sponsored or unsponsored.

Applications or nominations may be strengthened by the inclusion of communications from experts in the field who have reviewed the work. Published reviews should be submitted for books or for comparable accomplishments in one of the arts.

The application or nomination should include a brief (one or two paragraph) description of the significance of the research in non-technical language, full bibliographic information for publications resulting from the research (or comparable information for creative activity), and copies of all publications.

3.8.6 Faculty Service Award Criteria

The award will be given for distinguished service accomplishments achieved during a substantial period prior to the award.

The nominee must be a full-time, tenured faculty member at ETSU, and only service while employed at ETSU will be considered in making this award.

The service considered may have been provided to department, college, institution, professional organizations, community organizations, or the general public or a combination of these.

Service for which the faculty member received compensation will not be considered in making this award. (Expenses and modest honoraria are not considered compensation.)

Documentation should focus on the nature of the faculty member's contribution, its quality, its impact, its relation to the general welfare of the university, and its effect on the university community.

3.8.7 Guidelines for Faculty Award Nominations

Candidates can be handicapped by having too much or too little support material in their nomination packets. The maximum amount (not including publications for Research Award nominees) should be contained in a 1 ½ -inch 3-ring binder. More than this will not be accepted by the committee. At a minimum, the materials should include the nomination form, the nominee's vita, and support letters from colleagues, students and former students, and external peers as appropriate.

All packets should be in some sort of binder and in a logical order that makes it easy for the committee members to follow.

Only nominees for the Research Award should include copies of publications in their nomination packets. Only publications within the past 5 years should be included. Earlier publications should be listed in the vita.

In recent years, several packets have been burdened with excess and irrelevant materials that have been burdensome to the review committee and undoubtedly counterproductive to the success of the nominee. Heed the useful adage, "When in doubt, leave it out." Examples of types of materials that probably should be included in nomination packets ONLY if they are essential include:

- a. Photographs
- b. Computer disks
- c. Conference program booklets
- d. Student evaluation forms
- e. Committee meeting announcements, agendas, minutes, etc.
- f. Thank you letters from the nominee
- g. Copies of anything that can be equally accounted for in vita, such as certificates of appreciation, etc.
- h. Copies of anything more than 5 years old.
- i. Extra title pages

If copies of articles are needed in the documentation, only four representative articles should be included. Other articles can be cited in the bibliography section of the vita.

Since the nominations are for University awards, they should include rationale for merit beyond the College level. That would usually require an additional nomination letter and an updated recommendation from the dean.

Nominators should carefully consider the appropriateness of the award they select for their candidates. Grant writing, for example, may more logically be considered service rather than research, depending on the impact of the grants. This year's committee thought that was the case with one individual who was nominated for the Research Award, though that

nomination was most seriously disadvantaged by having no support materials furnished to the committee.

Colleges should consider re-nominating worthy candidates, even though they have not been chosen before.

Colleges should adopt specific policies and procedures for submitting nominations for University Faculty Awards such as those adopted by the faculty of the College of Business.

01/94; 08/96; 2/05

3.9 Instructional Development Grants

Instructional Development Grants for faculty instructional improvement are funded annually in the East Tennessee State University budget.

The Instructional Development Grants are administered by an Ad Hoc Committee composed of representatives from each college/school and the Faculty Senate. The representatives are nominated by the college/school dean and Faculty Senate president. The committee chair will be elected annually from its membership; the chair may be re-elected.

The committee is responsible for reviewing applications and for making recommendations to the Vice President for Academic Affairs. The final approval of awards is made by the President.

3.9.1 Policy

The purpose of the instructional development program is to provide funding for special activities and projects directly related to improving instruction and curriculum. Funds may be allocated for released time, educational resources, and travel that may be necessary in support of activities undertaken to improve individual instructional activities, departmental instruction, or curriculum development. Grants are intended to support the development of new and innovative approaches that will not only stimulate faculty to develop new teaching methods and curricula, but will also enhance student learning. Upon completion of an activity or project, the faculty member will provide a written summary of what has been achieved and, where appropriate, results will be shared with departmental or college/school faculty.

Application forms for instructional development grants are available online at:

<http://www.etsu.edu/senate/facultyhandbook/forms/InstructionalDevelopmentGrantApplication.doc>

Requests for funding should be directed to the Chair of the Instructional Development Committee, and all requests for funding must be supported by appropriate department chair and dean. The Chair of the Instructional Development Committee will forward to the Vice President for Academic Affairs the instructional development proposals that they have recommended for funding. A description of all instructional improvement grants awarded will be distributed each year so that other faculty members at the University may also be aware of creative steps to improve instruction.

3.9.2 Eligibility

Regular teaching faculty of East Tennessee State University, with tenure or in tenure track positions, are eligible to receive instructional development grants. Temporary or part-time faculty are not eligible, nor are graduate assistants.

3.9.3 Number of Grants

While the number and size of the instructional development grants will depend on the overall funding we have available each year, no upper limit has been established. It is expected, however, that individual grants will not normally exceed \$2,500. Amounts beyond this level would require a particularly strong rationale. It is also recognized that instructional development grants may be supplemented by resources within schools and colleges, and such supplemental support is strongly encouraged.

3.9.4 Selection Criteria

In judging the merits of a proposal the following criteria will be used:

- a. Clear rationale and a well-defined set of objectives directed at improving teaching.
- b. Originality and creativity.
- c. Evidence of impact (e.g., the number of students who might benefit as a result of the project).
- d. Evidence of support from the department and/or college, including any additional financial support.
- e. Procedures for implementing and evaluating the proposed project should be clearly stated.
- f. Specific and attainable target-date for completing the project.
- g. Indication of how the results of the project might be utilized in other courses/ departments of the University

3.9.5 Grant Periods/Deadlines/Other Information

Proposals should be submitted to the Chair of the Instructional Development Committee no later than the end of the fall semester. Grants will be made by March 1 of each year and will ordinarily run from July 1 through June 30 of the next fiscal year. Projects, of course, may be completed in a shorter time period or, under special circumstances, be granted an extension without any additional cost.

While a faculty member may receive more than one instructional development grant, it is not anticipated that a grant would be awarded in two consecutive years.

It is expected that a faculty member receiving an instructional development grant will communicate regularly with the department chair/dean concerning the progress of the project.

Instructional development funds should not be used to purchase materials or services that are already available at ETSU or which are normally provided by departments.

Any materials and items of equipment that can be used by the grantee's department will become the property of the department when the project terminates.

10/28/92; 05/24/01