

Professional and Faculty Development Funds

Types

- I. Department Faculty Development Funds**
- II. Academy-Wide Faculty Development Funds**
- III. Provost's Presentation Fund**
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- VI. James F. Drahos Memorial Fund**
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Descriptions

I. Department Faculty Development Funds

- A. Background: During the fall semester only, academic departments, including the library and athletic department, receive an allocation of faculty development funds based on the number of full-time faculty in the department. Use of department faculty development funds may occur for the entire academic year, but requests and approvals must be completed by the end of the fall semester. Unallocated department faculty development funds will be returned to Academic Affairs at the beginning of the spring semester.
- B. Procedure: Faculty member submits a request or application to the department chair to access department faculty development funds. Request shall be approved following procedures determined by each department.

II. Academy-Wide Faculty Development Funds

- A. Background: Academy-Wide Faculty Development Funds are intended to support faculty in their pursuits of scholarly, creative, and/or professional achievements, as well as to advance the skills and knowledge of the faculty in the area of student learning.
- B. Procedure:
 - 1. During the spring semester, faculty member submits an "Application for Faculty Development Funds" to the Chair of the Faculty Development Committee.
 - 2. The Faculty Development Committee reviews the application and makes their recommendations to the Provost. The Provost makes the final decisions on Faculty Development Fund awards.
 - 3. The Director of Faculty Affairs will assist faculty to access the Academy-Wide Faculty Development Funds.

III. Provost's Presentation Fund (PPF)

- A. Background: An important element of scholarship is the effective presentation of one's research. Additionally, presentation of scholarly activity at a meeting of a scholarly association increases the visibility of Cal Maritime. To promote faculty presenting at

association conferences, the Provost/VPAA has established the PPF to assist in costs associated at attending such conferences.

B. Criteria:

1. The Provost/VPAA will fund up to \$500
2. Awards will be made with priority given to tenure-track faculty

C. Procedure:

1. Faculty member submits an “Application for Faculty Development Funds” to the Chair of the Faculty Development Committee. Applications are accepted throughout the academic year.
2. The Faculty Development Committee reviews the applications and makes their recommendations to the Provost. The Provost makes the final decisions on Provost’s Presentation Fund awards.
3. The Director of Faculty Affairs will assist faculty to access the Provost’s Presentation Fund.

IV. President’s Mission Achievement Grant

A. Background: The President’s Mission Achievement Grant program is designed to provide resources to the faculty to engage in activity that facilitates our institutional mission. Each year the Foundation will set aside a certain amount to be added to this effort, the amount being determined by Foundation performance in the previous year.

B. Criteria:

1. The maximum amount will be \$3,500 per grant;
2. Initial priority will be placed on applications that:
 - a. Provide significant benefit to the institution not just the grantee (i.e. projects that will have institution-wide as well as personal impact regarding the mission);
 - b. Promote Intellectual Learning in our students, facilitate Leadership Development in students, or enhance the ability of the institution and students to function with Global Awareness;
 - c. Have matching resources as evidence of commitment (e.g. faculty development funds, departmental funds, personal funds, outside funding sources, in-kind contributions).

C. Procedure:

1. Faculty member must submit a proposal in the correct format to the Academic Dean.
2. The Academic Dean and Provost will evaluate applications and make recommendations to the President, who will announce the final awardees.

3. Applications will be accepted until November 1st for the spring and summer awards and until March 1st for the following fall semester awards.
4. Format for Mission Achievement Grant Proposals
 - a. A cover page that includes proposal title, faculty name(s), and date of submission
 - b. The proposal body that includes:
 - i. Introduction
 - ii. Details of planned activity, including a timeline
 - iii. Expected outcomes as related to furthering the Mission
 - iv. Assessment plan
 - v. Budget that shows:
 - total project cost
 - requested funding amount
 - matching resources
 - budget timeline, if appropriate
 - vi. Grantee(s) name(s) with signature(s)

V. Research, Scholarly and Creative Activity Award Program (RSCA Funds)

- A. Background: These funds, provided by the Office of the Chancellor, are distributed to each CSU campuses based on FTEF and are to be used for research, scholarship and creative activity in support of the undergraduate and graduate instructional mission of the CSU.
- B. Criteria: Faculty may apply for RSCA Awards of up to \$5,000 to fund:
 1. Mini-grants to support research, scholarly, or creative activities. Funds could be used to buy release time, pay for student assistants, secretarial assistance, for stipends, conference fees, reference materials, equipment, software, or related expenses.
 2. Summer fellowships. This would allow faculty to apply for a summer stipend to inaugurate, continue or complete a research, scholarly or creative project.
- C. Procedures:
 1. Faculty member submits an “Application for Faculty Development Funds” to the Chair of the Faculty Development Committee. Applications will be considered in three groups. Applications will first be considered in the spring of the previous academic year, so funds may be utilized beginning July 1st. Applications will again be considered in the fall. If any funds remain after the second round, applications will be accepted throughout the academic year and considered in order of receipt.
 2. The Faculty Development Committee reviews the applications and makes a recommendation to the Provost. The Provost, in consultation with the President, makes final decisions on RSCA Fund applications.
 3. The Director of Faculty Affairs will assist faculty to access awarded RSCA funds.

4. At the completion of the project or at the end of the academic year, whichever comes first, the faculty will submit a brief, written report to the Director of Faculty Affairs. The report must detail:
 - a. A description of the project.
 - b. An accounting of how research funds were used.
 - c. A description of the impact of the project.
 - d. A description of the amount and nature of undergraduate student involvement
5. The Director of Faculty Affairs will maintain appropriate records regarding the use of the RSCA Fund and report to the Office of the Chancellor as required.

VI. James F. Drahos Memorial Fund (when available)

- A. Background: The purpose of the James F. Drahos Memorial Fund is to provide funds for faculty in the Marine Transportation Department to further their professional development. The maximum limit is approximately \$1,500 depending on the income of the endowment.
- B. Procedure:
 1. Faculty member submits an “Application for Faculty Development Funds” to the Chair of the Faculty Development Committee. Applications are accepted anytime during the academic year.
 2. The Faculty Development Committee reviews the application and makes their recommendation to the Provost. The Provost, after consulting with the Vice President of Advancement, makes the final decisions on Drahos Memorial Fund awards.
 3. The Director of Faculty Affairs will assist faculty to access the Drahos Memorial Fund.

VII. Society of Port Engineers, San Francisco Fund (when available)

- A. Background: The Society of Port Engineers, San Francisco, through the Cal Maritime Foundation, provides funds to engineering faculty (Engineering Technology and Mechanical Engineering) to further their professional development. The maximum limit is approximately \$2,500 depending on the income of the endowment.
- B. Procedure:
 1. Faculty member submits an “Application for Faculty Development Funds” to the Chair of the Faculty Development Committee. Applications are accepted anytime during the academic year.
 2. The Faculty Development Committee reviews the application and makes their recommendation to the Provost. The Provost, after consulting with the Vice President of Advancement, makes the final decisions on Society of Port Engineers, San Francisco Fund awards.
 3. The Director of Faculty Affairs will assist faculty who have received approval to use SF Port of Engineers Fund to access the fund.

VIII. Scholarship of Teaching and Learning Grant (SoTL)

A. Background: The Scholarship of Teaching and Learning (SoTL) Grant was created for faculty who engage in the improvement of teaching and learning. This fund is designated for those who are interested in performing classroom assessment or other assessment techniques designed to document improvements in teaching resulting in measurable increase in student learning outcomes. Ideally the data gathered will map to program learning outcomes and then to institution-wide student learning outcomes. *The research results must be publishable material suitable for professional journals and conference presentations and also will inform campus bodies such as the Institution-wide Assessment Committee (IWAC).*

Appropriate areas for research include, but not limited to:

- Scholarship of Teaching and Learning (SoTL)
- Educational Technologies (classrooms, labs, training vessels, simulators)
- Accreditation (WASC, ABET, IACBE, STCW)
- Classroom Assessment Techniques (CATs)
- Educational Effectiveness
- Improving Graduation Rates
- Retention Techniques and Student Persistence
- Faculty or Student Mentoring
- Advancing one or more of the Institution-wide Student Learning Outcomes (IWSLOs)

Typically, \$25,000 is allocated to the SoTL Grant. Faculty may apply for a portion of these funds to use for stipends, course buy-out, travel, conference fees, student assistants, journal subscriptions, reference materials, equipment, software, or related expenses.

- B. Eligibility: All Cal Maritime Faculty are eligible to apply for funding from this program. Applicants must be committed to, or show promise in, meeting campus expectations for faculty in important areas such as involvement in accreditation activities, assessment of Institution Wide Student Learning Outcomes (IWSLOs), or use this opportunity to enhance their ability to do so.
- C. Procedure: Faculty member submits an application to the Director of Faculty Affairs in the spring for the next fiscal year. Applications will be screened by a committee consisting of the Academic Dean, the Director of the CETL, and the Director of Faculty Affairs. Recommendations will be presented to the Provost for final consideration and approval.