

Professional and Faculty Development Funds

Types

- Department Faculty Development Funds
- President's Mission Achievement Grants
- Chancellor's Office Research, Scholarship and Creative Activity Mini-Grants (RSCA Funds)
- Provost Presentation Fund
- Academy-Wide Faculty Development Funds
- James F. Drahos Memorial Fund
- San Francisco Port of Engineers Fund
- Scholarship of Teaching and Learning Grants

Descriptions

I. Department Faculty Development Funds

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. **Faculty member submits a request or application to the department chair to access department faculty development funds.**

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.

II. President's Mission Achievement Grant

The 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. **Faculty member must submit a proposal in the correct format to the Academic Dean.** The Academic Dean and Provost will evaluate applications and make recommendations to the President, who will announce the final awardees. Applications will be accepted until November 1st for the spring and summer awards and until March 1st for the following fall semester awards.

Criteria are:

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 (projects that will have institution-wide as well as personal impact regarding the mission);
 - b. Are related to promoting Intellectual Learning of 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 (ex. faculty development funds, departmental funds, personal funds, outside funding sources, in-kind contributions).

Format for Mission Achievement Grant Proposals

1. Cover page that includes proposal title, faculty name(s), and date of submission
2. Following pages to include:
 - a. Introduction
 - b. Details of Planned Activity, including a timeline
 - c. Expected Outcomes as related to furthering the Mission
 - d. Assessment Plan
 - e. Budget that shows:
 - total project cost
 - requested funding amount
 - matching resources
 - budget timeline, if appropriate
 - f. Grantee(s) name with signature(s)

III. Chancellor's Office Research, Scholarship and Creative Activity Mini-Grants (RSCA Funds)

- A. Background: The RSCA Funds are provided by the Office of the Chancellor of the CSU. The funds 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. RSCA Funds are be limited to the three following categories:
 1. Mini-grants for scholarly research up to \$5,000. This would allow faculty to test promising ideas and obtain preliminary results prior to seeking outside funding. The fund could allow faculty to buy release time, pay for research assistants and to purchase secretarial assistance.
 2. Summer fellowships for one or two months. This would allow faculty to apply for summer stipend for one or two months to inaugurate, continue or complete a project of creative, scholarship or research. The summer fellowship will be equivalent to the faculty member's monthly salary in effect at the close of the academic year. Faculty receiving summer fellowship may accept no additional employment funded by the CSU or CSU auxiliaries during the specified term of the fellowship.
 3. Semester leave with pay. This would allow faculty leave with pay for one semester to develop or complete an appropriate activity related to their academic discipline.
- 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 review the applications and make their recommendations 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 access the RSCA Fund.
4. The campus must maintain appropriate records regarding the use of RSCA Fund.

IV. 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 a 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 review the applications and make their recommendations to the Provost. The Provost will make decisions and awarding of the Provost's Presentation Support Fund to faculty.
 3. The Academic Coordinator will assist faculty access the Provost's Presentation Support Fund.

V. Academy-Wide Faculty Development Funds

- A. Background: The purpose of Academy-Wide Faculty Development Funds is to advance the skills and knowledge of the faculty in the area of student learning. These funds are also intended to support faculty in their pursuits of scholarly, creative, and/or professional achievements.
- 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 make their recommendations to the Provost. The Provost makes final decisions on Faculty Development Fund awards.
 3. The Academic Coordinator will assist faculty access the Academy-Wide Faculty Development Funds.

VI. James F. Drahos Memorial Fund

- 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. Maximum limit of approximately \$1,500 depending on income of 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 access the Drahos Memorial Fund.

VII. San Francisco Port of Engineers Fund

- A. Background: The San Francisco Port of Engineers, through the CMA Foundation, provides funds to engineering faculty (Engineering Technology and Mechanical Engineering) to further their professional development. Maximum limit of approximately \$3,000 depending on income of 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 SF Port of Engineers Memorial 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)

In 2011, the Scholarship of Teaching and Learning (SoTL) Grant (\$25,000) was created for faculty who engage in the improvement of teaching and learning. This fund is designated for those who are interested 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 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

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.

Applications

Applications must be well thought out and articulated with full budget plans and timelines. Funding can be in the form of direct time, course buy-out, travel, conference fees, equipment or supplies. Applications should be creative and forward thinking, showing in detail how Cal Maritime will directly benefit from the proposed project. Successful projects are expected to be presented to the campus as opportunities for professional development of others and should provide archival evidence of completed work.

Application Process

Faculty member submits an application to the Director of Faculty Affairs by October 8, 2012. Applications will be screened by a committee consisting of the Associate Vice President for Academic Affairs, 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.