

## **Faculty Development Funds (2021-22)**

Faculty development needs fall generally into three categories: 1) the generation of research; 2) the dissemination of research; and 3) professional development necessary to advance the expertise of the faculty member.

Cal Maritime faculty members seeking internal money for research shall apply for Research, Scholarship, and Creative Activity (RSCA) funds or Scholarly Activity funds. The sources for this fund are the Chancellor's Office and Cal Maritime. Faculty are also encouraged to seek outside funding.

Faculty members seeking money to present their research at conferences shall apply first for Department Faculty Development Funds and then for Academy-Wide Faculty Development Funds.

Faculty members seeking money for professional development shall apply through the Faculty Professional Development Fund.

RSCA and Academy-Wide applications will be reviewed by the Academic Senate's Faculty Development Committee (FDC), and the FDC will then send their recommendations to the Provost for approval as per Senate Policy 500.

Please note that there are additional opportunities (Professional Development, Class of 1965 Memorial Endowment, The President's Mission Achievement Grant, the Faculty Maritime Fund Grant) offered by different divisions with different criteria and application processes, described below.

### **Department Faculty Development Funds**

During the fall semester, academic departments 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 the Academy-Wide Faculty Development Fund at the beginning of the spring semester.

Procedure: Faculty member submits an Application for Departmental Faculty Development Funds to the department chair to access department faculty development funds. Requests shall be approved following procedures determined by each department. Each department's allocation of faculty development funds must be reported to the Library & Learning Services Dean using the Application for Department Faculty Development Funds, before any funds are spent.

Procedure:

1. Faculty member submits an “Application for Department Development Funds” to their Chair for approval. Chair forwards to the Academic Support Coordinator, who will forward to the Library & Learning Services Dean to authorize Award Letter.
2. The Academic Support Coordinator will assist faculty in making purchases with Department Faculty Development Funds.

### **Academy-Wide Faculty Development Funds**

Academy-Wide Faculty Development Funds are intended to support faculty in the dissemination of research that might not otherwise be able to be funded via departmental funds.

Procedure:

3. Faculty member submits an “Application for Academy-Wide Faculty Development Funds” to the Academic Support Coordinator, who will forward to the Library & Learning Services Dean.
4. The Faculty Development Committee reviews the application and makes their recommendations to the Provost. The Provost makes the final decisions on Academy-Wide Faculty Development Fund awards.
5. The Academic Support Coordinator will assist faculty in making purchases using Academy-Wide Faculty Development Funds.

### **Professional Development Fund**

Faculty members seeking money for professional development (skills development, professional competencies, etc.) are encouraged to apply through the Professional Development Fund.

Applications may be submitted to Michael Martin ([mmartin@csu.edu](mailto:mmartin@csu.edu)) in the Human Resources department. This form requires approval signatures from Department Chair and the Provost.

### **Scholarly Activity Fund**

Rooted in the belief that dual pursuits of strong teaching and active scholarship nurture and strengthen each other, Cal Maritime is invested in the “teacher-scholar” model. To continue and to advance that model, Cal Maritime offers a number of funding sources to support faculty scholarly activity, including the Scholarly Activity Fund (initiated in 2021). This fund derives primarily from the revenue generated through research grants and contracts secured by Cal Maritime. In 2021, each school was given an initial \$100,000 to support faculty scholarship and research. The level of funding maintained in the Scholarly Activity Fund will depend in large part on how much F&A is generated by faculty research grants and contracts.

The Scholarly Activity Fund is broadly intended to support a wide range of faculty scholarly and research interests. However, awards from this fund are expected to align with one or more of the following top priorities:

- Projects led by probationary, tenure-track faculty—especially those without access to start-up funds;
- Projects with the potential for generating revenue (via grants or contracts) to replenish each School's Scholarly Activity Fund;
- Projects that involve multi-faculty collaboration across departments or schools;
- Projects that involve undergraduate research.

Projects that align with more than one of these priorities will be given the highest consideration.

Scholarly Activity Fund investments in faculty research and scholarly activity will (generally speaking) be approved at the level of the deans. Faculty within schools should apply for these funds directly to the dean after securing the endorsement of their department chair. (A form for such requests will be linked here.) Faculty not housed within one of the three schools may appeal directly to the Provost for Scholarly Activity Funds.

Individual deans may determine certain limitations and/or parameters appropriate to their schools, e.g., a limit on total awards given per year or a maximum amount for any single award. Each school dean will send the Provost an annual report delineating the awards of Scholarly Activity Funds within his/her school. The Provost will in turn share these reports with the entire faculty.

All expenses from funded projects must be fully documented with specific reference to the research or scholarly activity being conducted and must follow all related university policies and procedures.

### **Research, Scholarly and Creative Activity Award Program (RSCA Funds)**

These funds, provided by the Office of the Chancellor and Cal Maritime, are distributed to each CSU campus 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.

Criteria: Faculty may apply for RSCA Awards of up to \$5,000 to fund mini-grants to support research, scholarly, or creative activities. Funds could be used to pay for student assistants, administrative assistance, equipment, software, reference material, conference fees, or related expenses.

Procedures:

1. Faculty member submits an online application for RSCA funds by October 25, 2021. Link to online application may be found on the Faculty Development website.

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 Academic Support Coordinator will assist faculty in accessing 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 Library Dean. 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 Academic Support Coordinator will maintain appropriate records regarding the use of the RSCA Fund and report to the Office of the Chancellor as required.

### **The Class of 1965 Memorial Endowment**

Funds are available for faculty who have an activity that aligns with the endowment purpose: "To motivate, recognize, and promote professionalism and safety in the maritime industry. The fund will allow qualifying cadets and faculty to attend industry conferences and seminars to improve their professional skills and understanding of the industry."

#### **Procedure:**

1. Faculty member submits an "Application for Faculty Development Funds" to the Academic Support Coordinator, who will forward to the Library Dean. Applications are accepted any time 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 Library Dean, makes the final decisions on Class of 1965 Memorial Fund awards.
3. The Academic Support Coordinator will assist faculty to access the awarded funds.

### **Faculty Maritime Fund Grant**

These funds, provided by the Cal Maritime Foundation and open to faculty, students and staff, provide up to \$500 to be used to meet a variety of academic needs such as the purchase of specialized equipment and computer programs, project funding, conferences, stipends to hire assistants, etc. Applications may be submitted at any time to Robert Arp, Vice President for University Advancement.

### **Start-up Funds Policy, Procedure, and Guidelines**

To continue and to advance the “teacher-scholar” model, the university seeks to recruit and retain tenure-line faculty with significant potential for scholarly, creative, and entrepreneurial activities by making start-up funds available to them during their time as “probationary” faculty.

The following policy is meant to ensure sound business practices, timely and accurate recording of expenses, compliance with university policies, and compliance with tax regulations under the Internal Revenue Code.

Faculty start-up funds are intended to support new faculty members by supporting expenses related to their research, scholarly, and creative activities over a defined period of time. More broadly, these funds are meant to jumpstart the scholarly agenda of new faculty and to help position them for success in the tenure review process. Faculty start-up funds are not considered personal compensation and may not be used to supplement a faculty member’s academic year or summer salary or to cover personal expenses of any kind.

All assets purchased with start-up funds are the property of Cal Maritime and are permanently retained by the university. Examples of assets include—but not limited to—computers, lab equipment, printers, scanners, etc.

The university prohibits the use of faculty start-up funds for gifts of any kind, donations, alcohol, flowers, furniture/furnishings, rare books, works of art, home office expenses, cell phones, non-academic streaming services, personal website expenses, non-research related travel, or any costs unrelated to faculty research or scholarly activities.

In the event of a faculty member’s departure from the university, any unspent start-up funds, assets, or other items remain with the university. If the faculty member has announced plans to leave Cal Maritime, no expenditures will be allowed from start-up funds without the prior approval of the department chair and dean. (Note: a departing faculty member may be able to negotiate a buy-out option for eligible items and must first contact their dean to explore this possibility.)

An initial sum of start-up funds will be negotiated when a verbal offer of employment is made to the faculty candidate by the appropriate school or library dean. The dean will invite a start-up funds request from the candidate, who must support his/her request with a general budget. Deans will seek the approval of the Provost for the verbally agreed-upon amount, and (with the Provost’s approval) that amount will be formally offered in a letter from the dean following the official appointment letter sent by the Provost. Start-up funds must be spent according to the approved budget. Significant deviations in the budget must be approved by the appropriate dean.

These funds are normally to be spent within the first three years of the new faculty member’s employment, and during each of those years, unspent start-up funds will carry over to the next fiscal year. To carry unspent funds into the fourth academic year, the faculty member must submit a written justification to the dean by February 1st his/her third year. This request include a revised budget and department chair approval. The dean must approve the carry-over of funds into the fourth year. Normally, start-up funds exceeding the amount initially offered will not be

awarded, but a faculty member may appeal directly to the Provost for additional start-up funding during her/his probationary employment period if significant new scholarship-related expenses arise and warrant such a request.

Each new faculty member's start-up funds (as negotiated and approved) will also be augmented by up to \$5000 (total, not annually) to support conference travel during the first three years. For this reason, probationary faculty seeking to travel to conferences should first draw on start-up funds. Additional funding for conference travel may be available from funds overseen by department chairs and deans. (See Faculty Development website)

Expenses typically covered by start-up funds for newly hired faculty include:

- Conference travel (as noted above).
- Specialized accessories and software for work directly related to the requester's scholarly agenda.
- Books, journals, electronic resources, special laboratory and office supplies.
- Student research assistants.
- Designated research travel associated with start-up or transition. This would include travel to special collections, consultations with collaborators, professional development opportunities, etc.
- Scientific equipment and materials/supplies not already available for the faculty member's use.

### **Contact Information**

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