

PROFESSIONAL DEVELOPMENT PROGRAM -- UNIT 18
MEMBERS APPLICATIONS FOR 2017-2018 ACADEMIC YEAR

Unit 18 Non-Senate Faculty (NSF) are invited to apply for a Professional Development Award for the 2017- 2018 academic year. The NSF designation applies to title codes included in Article 1 B. of the UC/AFT Memorandum of Understanding dated February 29, 2016 – January 31, 2020. This competitive program provides funding to help Non-Senate Faculty engage in professional development activities that will enhance their effectiveness and development as scholar/teacher in their field.

Table 1: Unit 18 Titles

| Title | Title Codes |
|---------------------------------|---|
| Lecturer | 1630,1631, 1632, 1633, 1635, 1652, 1653 |
| Senior Lecturer | 1640,1641, 1642, 1644, 1643, 1645 |
| Demonstration Teacher | 2210, 2211 |
| Supervisor of Teacher Education | 2220, 2221, 2222, 2223 |

I. AWARD CATEGORIES

NSF are encouraged to submit of proposals for professional development awards that fall into either Category A or B as described below.

A. Category A: An Award Providing Funds During April 2017 – March 2018 To:

To attend academic conferences and/or professional meetings, training seminars, classes, etc. and/or purchase otherwise unavailable technological packets for direct instructional use.

- 1. Eligibility:** Must be employed in one of the titles listed in Table 1 above.
- 2. Support Funds:** Support Fund Applications will be evaluated in light of how support funds will be used to further enhance a NSF member’s activities as scholar/teacher and the immediate impact such funding will have on their effectiveness as a working member of the Non-Senate Faculty.
- 3. Proposal:** Applicants must submit a brief (1-2 page) proposal indicating how funding would be used
 – e.g., conferences, short-term training sessions, immediate technological acquisition, etc. – with dates (where applicable) and detailed breakdown of anticipated use of requested funds.
- 4. Award Criteria:** Proposals will be evaluated according to the following criteria:
 - a. Relevance to the applicant’s activities as scholar/teacher.
 - b. Direct impact on the applicant’s future effectiveness as scholar/teacher.

5. Completed Cover Sheet for Application (including Department Chair's Signature)

B. Category B: An Award Providing Up To One Full Quarter Paid Leave During 2017-18 Academic Year To:

To engage in sustained research/scholarship as per appropriate academic field of interest.

1. **Eligibility:** NSF with Continuing Appointment employed in one of the titles in Table 1; must be five years since previous award.
2. **Support Funds:** The purpose of this award is to provide a paid instructional leave so that the NSF can pursue academic activities that would enhance their standing/effectiveness as scholars/ teachers. The successful applicant's program/department will be provided with funds for course replacement, i.e., to hire teaching replacements (course buy-out) for a maximum of two courses. Such funds will be transferred to the appropriate program/department account after receipt in the Office of the Vice Provost -- Academic Affairs of a copy of the appointment letter (and salary) for the replacement individual.

In addition to course replacement funds, support funds up to \$1000 can be requested as part of an applicant's overall proposal to cover approved, project-related expenses incurred during the paid leave. Such funds will be transferred once an applicant's program/department submits a brief report with receipts of expenses incurred. NOTE: reimbursement of project-related expenses incurred as part of paid leave activities cannot exceed \$1000.

3. **Proposal:** a written proposal (2-5 pages) that includes the information listed below.
 - a. **Description of Academic Project**
 - i. Describe for a non-expert audience what the applicant will do and produce while working on the project.
 - ii. Address each of items a-e listed below under award criteria.
 - iii. List other sponsoring organizations, if any, and their locations.
 - b. **Timetable and Budget**
 - i. The effective dates of the proposed activity.
 - ii. Brief description of financial support (\$1000 maximum) that will be needed to carry out proposed instructional leave. Include the type and amount of each expense involved in proposed leave such as supplies, travel, and/or registration fee.
4. **Award Criteria:** Proposals will be evaluated according to the following criteria:
 - a. Relevance to the applicant's activities as scholar/teacher.
 - b. Direct impact on the applicant's future effectiveness as scholar/teacher.
 - c. Applicant's ability/qualifications to undertake a given academic project.
 - d. Applicant's qualifications/ability to complete project within allocated time.
 - e. Concise description of tangible project goals: direct program application, research publication (article/book), production of in-house manuals or aids, etc.

- f. Intrinsic academic qualities of proposal.
- g. Letter of support from the applicant's director or chair that addresses criteria a-f above and the proposed scheduling for the paid leave.
- h. Dean's approval of requested scheduling for the paid leave.

5. Supervisor's Letter

Program/department chair must prepare a letter of support and approval to accompany the proposal. In addition to addressing each of the items a-f listed under award criteria, the letter must also include the following:

- a. Description of the applicant's ability to complete the scholarly project under consideration.
- b. Description of how the applicant's responsibilities will be covered during the leave.
- c. The amount of funding required for teaching replacement. (Include this amount on cover sheet as well.)
- d. A cover sheet to be signed by the candidate, the chair or director, and dean.

6. Cover Sheet for Application Form with Department Chair's and Dean's Signature

7. Award Requirements:

If approved, a detailed report concerning a successful applicant's project (evidence of work completed) will be required within one quarter of project completion. This report should not exceed two pages and should be addressed to the Vice Provost-Academic Affairs. Recipients may also be asked to give a brief presentation outlining their finished project at a subsequent Professional Development Conference.

II. APPLICATION DEADLINES:

Category A Applications:

All applicants must submit their proposals no later than **January 18, 2017**. Proposals should be sent to the Vice Provost – Academic Affairs Maureen L. Stanton, Mrak Hall, UC Davis. Unlike proposals for extended paid leave, applications for support funds do not require a companion letter from an NSF's director/chair. Instead, applicants must simply have their director/chair read and sign a given proposal. Applicants should then forward their proposal. Applications must be accompanied by a signed Cover Sheet with the type of proposal clearly identified.

Category B Applications:

Application materials must be submitted to candidates' director/chair by **January 6, 2017**.

Director/chair forwards the proposal, along with director/chair's letter to the dean or other appropriate administrative officer, no later than **January 13, 2017**.

The dean reviews submitted proposals for paid leave and forwards entire package to the Vice Provost-Academic Affairs no later than **January 20, 2017**. All applications are referred to the NSF Committee on Professional Development, which will evaluate and rank the applications and submit recommendations to the Vice Provost-Academic Affairs by February 10, 2017.

The Vice Provost-Academic Affairs makes final decision regarding proposals. Announcement of all awards is expected by March 1, 2017.

Questions concerning the Professional Development Program should be directed to Ellen Bonnel, Academic Federation Assistant to the Vice Provost--Academic Affairs, at 752-4827 or via email at federationassistantaa@ucdavis.edu.