

## **Faculty Advancement Fund Grant [FAFG] Guidelines**

The Faculty Advancement Fund Grant [FAFG] supports the scholarly and creative activities of the full-time tenured and tenure track faculty members. The FAFG is administered by the Office of Academic Affairs.

### **Application Deadline**

November 2, 2009

### **Grant Period**

Grants to be funded in academic year 2009-10 and conducted between July 1, 2010 and June 30, 2011

### **Eligibility**

All tenured and tenure track Members of the full-time faculty and Bargaining Unit of ECCAAUP are eligible to apply for the FAFG. Members serving on the FAFG Committee are not eligible for FAFG consideration and support in the award cycle for which they are reviewing applications. Past recipients of the FAFG are eligible for consideration if they have turned in a complete FAFG Report and have complied with all of the College's Guidelines on Financial Policies regarding their FAFG award. For applicants that received an FAFG award in the year preceding their current proposal, a progress report must be submitted with the current proposal that informs the Dean, FAFG committee, and VPAA on the status of the previous (and still ongoing) FAFG project.

Faculty members are strongly encouraged to consult with their Department Chair and School Dean before submitting a FAFG proposal in order to inform them of the project proposal, discuss how and to what degree the proposal meets the mission of the Department, School, and College, and enlist their advice and help on how to best develop the proposal according to institutional priorities and the FAFG criteria.

### **FAFG Funding**

The Faculty Advancement Fund Grant will provide support for approved projects up to \$5,000 each. Applicants may request monetary support or support in the form of a single course release. The exact type and amount of award will be determined by the project budget request, availability of funds, and recommendations made by the FAFG Committee and the School Dean to the Vice President for Academic Affairs (VPAA). The FAFG Committee and School Deans make recommendations to the VPAA. The final decision for funding and determination of awards is made by the VPAA.

### **Background**

The Faculty Advancement Fund was established to reward and enable the professional work of Emerson's faculty in its efforts to sustain academic excellence in teaching, research/creative activity, and service. The Faculty Advancement Fund Grant is to be used to support meritorious proposals deemed likely to improve substantially the

quality of research, publication, creative activities, teaching, and service that contributes to advancing the mission of the College.

### **What is funded**

- Research, travel, and expenses leading to scholarly, refereed publications
- Research, travel and expenses leading to creative and artistic works such as media productions, creative writing, performances, screenplays, exhibitions, etc.
- Refereed conference presentations of scholarly and creative activities
- Provisions for workspace for scholarly and creative activities
- Research staff or graduate-student assistance for approved projects
- Computer software, hardware and peripheral equipment needed for teaching or research
- Technical support for the development of new media applications in teaching
- Projects with significant community impact
- Projects that enhance student life
- Faculty leadership designed to impart new knowledge and skills to colleagues
- Attending seminars and conferences related to new course development.
- Development of new courses including instruction materials
- Revision or innovations in existing courses with at least 1/3 substantially new content
- Creation of innovative faculty seminar series
- Attending faculty development seminars and conferences to improve teaching skills
- Course release, rather than monetary support, to conduct the approved project

### **What is not funded**

- Activities that are already defined as part of a faculty members expected duties and responsibilities.
- Activities for which the faculty member is already receiving compensation, course release, or some other form of College support.

### **Criteria and Considerations**

- Applications must be complete, clearly written, compelling, well defined and easily understood by all of the reviewers.
- Applications that are incomplete and do not follow directions may be disqualified.
- While applicants may apply for consecutive year awards, the committee will carefully scrutinize proposals that are a continuation of any previously funded projects to determine if funding is appropriate.
- Priority consideration will be given to applicants who did not receive an FAFG award in the previous year, or who have never received an FAFG award.
- Applicants requesting travel support should consult with their Chair and School Dean to determine if their Department travel budget, rather than the FAFG, more appropriately addresses their need.
- If travel is not fully supported, or only partially supported by the FAFG, the applicants may also apply to the Travel Fund in the Office of Academic Affairs.

- Support for travel from the FAFG should be for activities that directly advance proposal activities.
- In most cases, an applicant that requests an FAFG course release from the Vice President for Academic Affairs cannot also request or receive an additional course release from their department Chair or Dean for the same academic year. The VPAA may, for compelling and extraordinary circumstances that would benefit both the faculty member and the College, grant more than one course release per year.
- All publications resulting from the FAFG should contain the following acknowledgement: "This research [or project] was supported in part by a grant from the Emerson College Faculty Advancement Fund."
- All equipment purchased with Emerson College funds or special funds channeled through Emerson are property of the College, and remain at the College if a faculty member leaves. Applicants must explain long-term usefulness of equipment that will extend beyond the grant period and the faculty member's project needs.
  - Applicants should consult the Guidelines on College Financial Policies at [http://www.emerson.edu/finance\\_office/](http://www.emerson.edu/finance_office/) before expenditures are made to make sure proper procedures and criteria are met. It is the applicant's responsibility to know and follow the College Financial Policies. Receipts for project expenditures seeking reimbursement must be turned in to the Office of Academic Affairs by June 15, 2010 in order to be honored.

## **Calendar**

### **Before November 2, 2009**

- Applicants should consult with their Department Chair and School Dean to determine eligibility and appropriateness of their FAFG proposal idea to their research goals and the department, school, and institutional priorities.
- The Vice President for Academic Affairs and the Associate Vice President for Academic Affairs will conduct an optional workshop for eligible faculty members to provide advice and answer questions about preparing an FAFG proposal.

### **November 2, 2009**

- Completed online application is due
- Final online report from previously funded and completed FAFG project is due for applicant to be eligible for a new project award
- Progress report for any ongoing FAFG award project is due for applicant to be eligible for a continuing or new project award

**November 25, 2009**

- The FAFG Committee will evaluate all proposals and make recommendations to the VPAA, within the limit of the fund, regarding proposal support and level of funding.
- The School Deans will evaluate all proposals and make their independent recommendations to the VPAA, within the limit of the fund, regarding proposal support and level of funding.

**January 22, 2010**

The VPAA, in consideration of the recommendations provided by the FAFG Committee and the School Deans will make final selections and award determinations. The VPAA will notify the FAFG Committee in writing about the final awards.

**By February 5, 2010**

The VPAA will meet with the FAFG Committee to discuss the VPAA's final selections and award determinations before notifications are sent to the applicants.

**By February 12, 2010**

The VPAA will notify all of the applicants in writing about their applications.

**July 1, 2010 – June 30, 2011**

Approved projects conducted

**June 15, 2011**

All receipts due in the Office of Academic Affairs for reimbursement of project expenses.

**November 1, 2011**

Final online report due for projects conducted between July 1, 2010 – June 30, 2011

**The Faculty Advancement (FAFG) Committee**

The Faculty Advancement Committee will be selected and convened according to the Faculty Assembly By-Laws:

- The Faculty Advancement Committee shall be comprised of one full-time faculty member from each department, elected within each department. In addition, there shall be one representative selected by the Emerson College Chapter of the AAUP, and one representative appointed by the VPAA. Members will serve one-year renewable terms of office starting September 1. The affected departments should fill vacancies for unexpired terms expeditiously. The committee will elect its own Chair from among those members elected by Faculty Assembly.
- The committee shall establish procedures for the awarding of funds and other support designed to enhance the teaching, research, publication, creative activities,

professional activities, and service of full-time faculty who are ECCAAUP bargaining unit members. These activities include, but are not limited to, research, creative work, travel, conference or course attendance.

**Questions**

Contact Richard Zauft, Associate Vice President for Academic Affairs, [richard\\_zauft@emerson.edu](mailto:richard_zauft@emerson.edu), if you have any questions about the FAFG