Faculty Center Professional Development Grant

The Faculty Center is pleased to announce its Call for Proposals for Faculty Center Professional Development Grants. Professional development is vital to ensure the continuous improvement of faculty in the areas of teaching, research, and service. Professional development supports our values of a robust teacher-scholar model. Additionally, the values of continuous improvement in teaching means an ongoing commitment to deepening our understanding of inequities, biases, privileges, and colonialism that impact our campus and our students.

These grants are designed to support professional development activities for all tenure-line and lecturer faculty with 1- or 3-year appointments.

Grant proposals are due Nov 14, 2022.

Eligibility
All California State University San Marcos Faculty are eligible except for members of the Faculty Center Advisory Council (FCAC). FCAC members are not eligible to apply for a Professional Development Grant for the duration of their term.

** Faculty who have been awarded in the past must have submitted a PDG final report to the Faculty Center for the current application to be considered.

Funds:
Grants will be awarded in three categories: teaching, research, and inclusive excellence. The grant funds are available for use from July 1, 2022-June 30, 2023, and projects can be retroactively funded during this time as allowed by existing campus policy and procedure. A maximum of up to $1200.00 will be awarded per faculty member as funds allow. Funds can only be spent per established campus guidelines including adherence to any needed prior approval and spending processes.

All professional development funds must be spent and all paperwork appropriately completed prior to June 30, 2023. If awarded, funds can only be used for the activities described and detailed in the application—funds cannot be used for additional, new, or previously unspecified development activities or purchases than those stated in the application. It is not possible to roll over funds beyond the academic year 2022/23. Any unused funds from the award must be returned to the Faculty Center at the end of the academic year. It is the responsibility of the faculty member to follow up and submit a copy of ALL documentation/travel claims with Sonia Perez, Faculty Center Coordinator, before the deadline September 30, 2023.

Please note that all approvals for travel or other purchases that require special permission should be completed in the faculty member's home department. The Faculty Center does not complete travel approval requests for faculty. Any award made by the Faculty Center is conditional upon the successful completion of approvals and/or permissions of all relevant campus processes for travel and/or special purchase prior-authorizations.

It is the responsibility of the applying faculty member to follow up with the final report; otherwise, faculty will not be eligible to apply for future PDG funds.

California State University
SAN MARCOS

Award Categories:

Teaching
Purpose: To encourage faculty innovation and continuous improvement in teaching to ensure engaging, inclusive, and equitable classrooms. Allowable costs include, but are not limited to:

- Supplies or resources needed to improve teaching
- Costs related to attendace to a pedagogical conference
- Subscriptions to technology services that are used for students (IITS approval must be included)
- Memberships to professional organizations
- Books or other materials
- Professional development activities for small groups, including disciplinary specific content (e.g. speaker honorarium)
- Other costs related to the scholarship of teaching and learning.

Inclusive Excellence
Purpose: To provide support for faculty as they engage in learning and critical reflection that broadens and deepens their understanding of inequities that impact CSUSM student success. Provides support for teaching initiatives and learning that will benefit underserved and historically excluded student populations that lead to educational access, graduation, and lifelong success.

- Costs related to attendance at conferences focused on diversity, inclusion, equity, social justice, anti-racism, and/or anti-colonialism
- Memberships to professional organizations
- Professional development activities for small groups, including disciplinary specific content (e.g. speaker honorarium).

Research, Scholarly, & Creative Activity
Purpose: To provide support for faculty as they participate in research, scholarly, and creative activity through funding for supplies, conference attendance, or publication costs.

- Supplies or resources needed for research, scholarly or creative activity
- Costs related to attendance to a disciplinary conference
- Memberships to professional organizations
- Subscriptions to technology services that support your research (IITS approval must be included)
- Publication costs

At this time, PDG funds cannot be spent on the following items:

- Incentives for research participation
- Employment of student assistants

Criteria:
The Faculty Center Advisory Council will conduct blind peer-review of the proposals using the following criteria:

1. Clearly defined outcome of the proposed professional development activity.
2. Significance of the proposed activity for the faculty member's professional development.
3. Evidence that the proposed activity clearly supports the University's mission, commitment to inclusive excellence, and continuous improvement.
4. Clarity of itemized budgetary breakdown that clearly identifies areas of funding need.

5. Evidence that all purchases/expenditures must follow CSUSM policies and guidelines; consult your College ASC for approval.

**Proposals are ranked by merit, however, priority will be given to:

- Probationary faculty seeking tenure, associate professors; and lecturers with 3 year appointments;
- Faculty who have never received PDG funding in the past;
- Proposals that offer new and innovative ideas for continuous improvement, especially in the areas of teaching and/or inclusive excellence.

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Application Cover Page

Complete the information below and submit to the Faculty Center by the deadline. In order to be considered, applications must be signed, and the check boxes below marked.

PERSONAL INFORMATION

Applicant Name: Click here to enter text.
Address: Click here to enter text.
City: Click here to enter text.
Zip Code: Click here to enter text.
State: Click here to enter text.
Phone: Click here to enter text.
Department Chair Name: Click here to enter text.
Department Extension: Click here to enter text.

GRANT INFORMATION

Project Title: Click here to enter text.
Type of Grant (click arrow): Click here to choose an item.
Type of Faculty (click arrow): Click here to choose an item.
If lecturer, term of appointment: Choose an item.
How many years have you taught at CSUSM? Click here to enter text.
Project Start Date (click arrow): Click here to enter a date.
Project End Date (click arrow): Click here to enter a date.
Funding Amount Requested: Click here to enter text.
What Will be Purchased? Click here to enter text.
Presenting at a conference? (click arrow) Click here to choose an item. **If yes, please provide:** **Name of the conference:** Click here to enter text. **Location:** Click here to enter text. **Dates of the Conference:** Click here to enter text.
Retroactive Funding Sought? (click arrow) Click here to choose an item. **If yes, verify that Travel (Green form)/ Purchase Authorization documentation has been completed (check box): :** ☐ **If not, verify that you understand that, if you are awarded the grant, then you must work with your College ASC/Budget coordinator at the time of award to complete the necessary forms in order to access the funds (check box):** ☐

California State University SAN MARCOS

SIGNATURES

Application:

GRANT INFORMATION

Project Title: Click here to enter text.
Type of Grant (click arrow): Click here to Choose an item.
What Will be Purchased? Click here to enter text.
Presenting at a conference? (click arrow) Click here to Choose an item. **If yes, name of the conference:** Click here to enter text.

BUDGET DETAILS:

A maximum of up to $1200.00 will be awarded per faculty member as funds allow.
Please note that in order to access the funds, if you are awarded, you will need to submit a travel/purchase authorization form at the time of award.

Requested Funding Amount: Click here to enter text.
Itemized Cost Breakdown: Click here to enter text.
Total Cost of Project: Click here to enter text.
Other Funding Sources for this Project (both secured and anticipated): ☐**University Professional Development Grant (UPD)** ☐**Grant Proposal Seed Money** ☐**SJEP Award** ☐ **Research, Scholarly & Creative Activity Grant** ☐**Other** Click here to enter text. **If applicable, describe other sources of funding both secured and anticipated--explain why PDG funds are necessary to fully fund the anticipated work in this proposal.** Click here to enter text.
☐ I have spoken with the College ASC/budget coordinator to verify that the purchases/expenditures I am requesting funds for are allowable under CSUSM policies and guidelines.

STATEMENT of OBJECTIVES:

Please ensure that your name and department do NOT appear in the statements below and adhere to the word limit.
Applications undergo a blind review and are judged on the following criteria.

The Faculty Center Advisory Council will conduct a blind peer-review of the proposals, judging them on the following criteria:

1. Clearly defined outcome of the proposed professional development activity.
2. Significance of the proposed activity for the faculty member's professional development;

3. Evidence that the proposed activity clearly support the University's mission, commitment to inclusive excellence, and continuous improvement
4. Clarity of itemized budgetary breakdown that clearly identifies areas of funding need.
5. Evidence that all purchases/expenditures must follow CSUSM policies and guidelines; consult your College ASC for approval.

**Proposals are ranked by merit, however, priority will be given to:

- Probationary faculty seeking tenure, associate professors; and lecturers with 3 year appointments;
- Faculty who have never received PDG funding in the past;
- And proposals that offer new and innovative ideas for continuous improvement, especially in the areas of teaching and/or inclusive excellence.

Describe the outcomes of the proposed activity and how it contributes to your professional development, research goals, and/or success at CSUSM. (200 words)
Click here to enter text.

Describe how the proposed activity clearly support the University's mission, commitment to inclusive excellence, and continuous improvement as well as
the feasibility of your proposed activity and other funding sources. (100 words)
Click here to enter text.