

Office of the Provost and Executive Vice President for Academic Affairs
Professional Development Fund for LEO Lecturers
Fall 2011

INTRODUCTION

The 2010-2013 collective bargaining agreement between the University and the Lecturers' Employee Organization (LEO) calls for the creation of a Professional Development Fund (the "Fund") for LEO Lecturers on the Ann Arbor campus. Awards of up to \$550 are available to eligible Lecturers each academic year. The purpose of the Fund is to encourage creativity through the support of Lecturer professional development by providing grants in support of activities that enhance Lecturers' teaching at the University of Michigan; the Fund is not intended to provide a salary supplement to the Lecturer.

ELIGIBILITY

1. Any Lecturer who has an active appointment or who is on an approved leave of absence at the time a proposal is submitted may apply for an award from the Fund.
2. A successful applicant must also demonstrate that he or she has a reasonable belief that he or she will hold an appointment beyond the time the award is disbursed.
3. The applicant must demonstrate that he or she has applied for any other professional development funding available within his or her academic unit(s) prior to submitting a proposal to the Fund.

SELECTION CRITERIA

Criteria

Successful proposals will be prospective only and will address one or more of the following criteria, consistent with the expectations of excellence in the applicant's appointing academic unit. Please address one or more of the following criteria and how it will demonstrably expand your knowledge base for successful teaching:

- Does the proposal offer a way for the Lecturer to enhance his or her command of his or her subject matter, provide for growth in the Lecturer's teaching methods, or assist the Lecturer in developing, organizing and conveying course content?
- Does the proposal offer enhancements for the development or implementation of innovative teaching and learning activities in the Lecturer's academic unit?
- Does the proposal offer a way for the Lecturer to share results of his or her work with a broader scholarly community?

Exclusions

- Membership in professional organizations
- Subscriptions
- Computers

REQUIRED MATERIALS AND APPLICATION PROCEDURE

Required Materials

Eligible Lecturers are invited to submit a proposal that includes the following materials:

1. Application cover page, including signed statement from Chair/Director or Dean
2. Brief (1-2 page) description of the proposed professional development activity that demonstrates how it will contribute to successful teaching.
3. Itemized budget
4. Brief curriculum vitae

Application Procedure

1. Applications must be submitted preferentially by e-mail attachment (Microsoft Word or PDF format) or by hard copy to Academic Human Resources at the address provided on the Application Cover Page.
2. The applicant must provide the required materials listed above, and must obtain the signed statement from the Chair/Director or Dean.
3. Applications for Fall 2011 awards must be submitted by no later than October 20, 2011 for proposals taking place between October 1, 2011 and August 30, 2012. Please contact Academic Human Resources at 763-8938 with questions about the application procedure.
4. Applications received after the deadline date will not be considered.

FUNDING DECISIONS

1. Proposals will be reviewed by a committee consisting of faculty, Lecturers, and academic administrators.
2. Preference will be given to Lecturers who have been appointed for at least two semesters at the time the proposal is submitted.
3. Applicants who have received an award from the Fund in the past may seek support for new proposals, but preference will be given to proposals submitted by applicants who have not previously received awards from the Fund.
4. The second round of awards will be announced on or about March 10, 2012.

PROFESSIONAL DEVELOPMENT FUND FOR LEO LECTURERS

APPLICATION COVER PAGE

Instructions: Applicants should complete Items 1-12 and have their program directors/chairs or deans complete Item 13. The application must include 1) a completed application cover page, 2) a brief (1-2 page) description of the proposed project/activity, 3) an itemized budget and 4) a brief curriculum vita, and must be submitted to Academic Human Resources at the address provided below. Electronic submissions combined into a single document are preferred and must be made in Microsoft Word or .pdf format.

1. _____

Date

2. _____

Applicant Name (printed)

Signature

3. _____

Applicant Title (e.g. Lecturer IV)

4. _____

Date of initial appointment as Lecturer

5. _____

E-mail address

6. _____

Office Address

Telephone Number

7. _____

Program/Department

School/College

Program/Unit/Department Administrator

8. **Duration of Project/Activity:** Starting Date: _____ Ending Date: _____

9. **1-2 Sentence Proposal Summary:**

10. **Amount Requested (not to exceed \$550):** _____

11. **Certification of Other Support from my Academic Unit (check one):**

_____ My academic unit does not provide professional development funding for this proposal.

_____ I applied for professional development funding for this proposal from my academic unit, and received the following funding: _____.

12. I have received a LEO Professional Development Fund Award in the past.
yes / no
If yes, year received: _____

13. Program/Department Verification (to be completed by Program Director/Chair or Dean or designee):

By signing below, I certify that the following statements are true:

This proposal is being submitted by a Lecturer who is actively appointed or on an approved leave of absence.

I have a reasonable expectation that this Lecturer will be reappointed beyond the current semester.

If this proposal includes activities that would take the Lecturer away from his or her assigned responsibilities (e.g. teaching), the Program/Department is supportive of this absence.

I certify that this request falls outside of normal classroom support in the unit.

This proposal is consistent with the standards of excellence and assigned responsibilities applicable to this Lecturer.

Program Director/Chair/Dean _____ (Signature)

Department/School/College _____

Date _____

Please attach a 1-2 page description of the proposed professional development activity, itemized budget and a brief curriculum vitae.

In order to be eligible for consideration in the initial round of awards, applications must be received by no later than 4:00 p.m. on October 20, 2011. The awards will be announced on or about November 10, 2011.

Completed applications should be submitted to the following address:

Academic Human Resources
Attention: Lecturer Professional Development Fund
2072 Administrative Services Building
1009 Greene Street
Ann Arbor, Michigan 48109-1432
E-mail: LEOProfDev@umich.edu

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