

UM-FLINT
LEO LECTURER PROFESSIONAL DEVELOPMENT FUND
APPLICATION & CRITERIA

Instructions: Applicants should complete Items 1-11 and have their program directors/chairs or deans complete item 12 and 13. The completed application, accompanied by a brief proposal that includes the project/activity description, a description of how the professional development will aid in teaching, itemized budget and a brief curriculum vita, must be submitted to University Human Resources Office, at the address provided below.

1. _____
Date
2. _____
Applicant Name (printed) Signature
3. _____ 4. _____
Applicant Title (e.g. Lecturer IV) Date of initial appointment as Lecturer
5. _____
E-mail address
6. _____
Office Address Telephone Number
7. _____
Program/Department School/College
8. **Duration of Event/Conference:** Starting Date:_____ Ending Date:_____
Please note: the event/conference must fall between the months of September 2011 and December 2011.
9. **Proposal Summary including how the Professional Development will aid in teaching (please be specific, and refer to the guidelines):**

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

11. **If attending an event or conference, what is the distance from the conference to your home address:** _____ miles

Please note: Events occurring within a reasonable distance from your home address may not be approved for hotel arrangements.

12. **Certification of Other Support (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: _____.

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.

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 description of the proposed professional development activity, itemized budget, a brief curriculum vitae and explanation of how the proposal is connected to the outlined criteria.

In order to be eligible for consideration in the first round of awards, applications must be received by no later than 5:00 p.m. on September 23, 2011. These awards will be announced by September 30, 2011. If funding is available, a second round will be conducted in late January 2012.

Completed applications should be submitted to the following address:

University Human Resources, Attn: Beth Manning
213 University Pavilion
(810) 766-6644

September 2011

**OFFICE OF THE PROVOST AND VICE CHANCELLOR
FOR ACADEMIC AFFAIRS – UM-FLINT
LEO PROFESSIONAL DEVELOPMENT GUIDELINES**

INTRODUCTION

The 2010-2013 collective bargaining agreement between the University and the Lecturers' Employee Organization (LEO) calls for a Lecturer Professional Development Fund (the "Fund") for LEO Lecturers on the Flint 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 - Flint; 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 address one or more of the following criteria, consistent with the expectations of excellence in the applicant's appointing academic unit:

1. Does the proposal offer a way for the Lecturer to enhance his or her command of his or her subject matter?
2. Does the proposal provide for growth in the Lecturer's teaching methods?
3. Does the proposal assist the Lecturer in developing, organizing and conveying course content?
4. Does the proposal offer enhancements for the development or implementation of innovative teaching and learning activities in the applicant's academic unit?
5. Does the proposal offer a way for the Lecturer to share results of his/her work with a broader scholarly community?
6. Does the proposal timeline fall within September 2011 – December 2011?

Exclusions:

- Membership in professional organizations
- Subscriptions
- Computers or equipment
- Tuition support towards the completion of a degree

REQUIRED MATERIALS AND APPLICATION PROCEDURE

Required Materials

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

1. Description of the proposed professional development activity
2. Application, including signature(s) from Chair/Director or Dean
3. Itemized budget
4. Brief curriculum vitae
5. Role at the event (i.e., participant, presenter, speaker)

Application Procedure

1. Applications must be submitted in hard copy to the Human Resources Office at the address provided on the application.
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 the first round of awards should be submitted by no later than September 23, 2011.
4. Please contact University Human Resources at 810-766-6644 with questions about the application procedure.

Note: Incomplete applications 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 in the past 2 academic years.
4. Awards will be announced by no later than September 30, 2011.

September 2011