

Lecturer Professional Development Grants

(Effective 9/1/10 for the 2010-11 academic year)

Deadlines: October 15
 February 15 (if funds remain from previous round)
 May 15 (if funds remain from previous round)

PURPOSE: Lecturer Professional Development Grants provide professional development grants up to \$550 to lecturers (UM-Dearborn employees covered by the UM-LEO collective bargaining agreement, referred to here as “Employees”). The total amount available will be \$8,500 per academic year (September 1 through August 31). The purpose of these funds is to enhance and strengthen the academic programs of UM-Dearborn by supporting the professional and personal growth of Employees. Professional development activities include, but are not limited to, CRLT courses and distance learning workshops and seminars, books and materials, and travel to professional meetings.

APPLICATION FORMAT: The application must be written to be understood by a general audience and by faculty outside your discipline. Over-reliance on formulae, technical terminology, jargon, and un-defined acronyms will be considered non-responsive to these guidelines. Applications must have the following content and format:

1. Application form including budget summary (1 page) signed by the applicant and unit head (department chair or dean).
2. One-page narrative, including:
 - Brief description of the activity or cost item
 - Description of how support is related to your career and professional development and the goals of this program
 - Explanation or details of the cost items (listed on application form)
 - Outcomes or products expected as a direct result of this grant and expected time schedule for completion of the proposed activities

EVALUATION CRITERIA: Your application will be evaluated using the following criteria:

- The applicant’s eligibility to apply for the Professional Development Grant per the LEO Agreement, Article XXIV
- The impact the support will have on the applicant’s teaching at UM-Dearborn, career, and professional growth
- The application's compatibility with the objectives of this program
- Available funding

When two applications are of equivalent quality and merit and funds available do not permit funding both, preference will be given to an Employee who has not received prior funding from this program.

Applications are evaluated by members of the LEO Professional Development Grant Committee and award decisions are made by the Director of Research and Sponsored Programs based on their recommendation, usually within four weeks from the receipt deadline.

The membership of the review Committee include: 1) a subcommittee of the Faculty Senate's Research Support Board (also known as the Campus Grant Committee); 2) one or more Employees; 3) the Director of the Office of Research and Sponsored program (who will act as Chair of the Committee) and 4) a representative from the UM-Dearborn Human Resources office.

ALLOWABLE COSTS: Awards will not exceed \$550 and can be used for costs that support the objectives of the project. Faculty salary, "course buyout," equipment, and routine instructional support costs normally supported by the academic unit are not allowed.

Employees eligible for existing professional development funding in their academic units shall apply first to the academic unit before applying to the Lecturer Professional Development Fund.

ELIGIBILITY: The applicant must be an employee of UM-Dearborn and be part of the LEO bargaining unit. Employees not on full layoff at the time the application is submitted shall be eligible to apply for a Lecturer Professional Development Grant. Grants from this fund shall not exceed \$550 for any employee in an academic year. Grants will not normally be approved for costs incurred prior to submission of an application.

APPLICATION PROCEDURE: Submit one (1) copy of your application bearing original signatures of the applicant and unit head (chair or dean) to the Office of Research and Sponsored Programs, 1055 AB, by the published deadlines.

For more information, contact the Office of Research and Sponsored Programs, 313-593-5468, FAX 313-593-0526, e-mail: dbn-research@umd.umich.edu or visit the UM-Dearborn research website at: <http://www.research.umd.umich.edu/>.

UM-DEARBORN LECTURER PROFESSIONAL DEVELOPMENT GRANT
THE UNIVERSITY OF MICHIGAN-DEARBORN
Office of Research and Sponsored Programs
1055 AB; voice: (313) 593-5468; fax: (313) 593-0526
APPLICATION COVER SHEET

Instructions: Applicants should complete this form and have their chairpersons or deans complete "Unit Funding." Forward the printed and signed Application Cover Sheet and one-page narrative **by 5 p.m. on the deadline day** to the above address.

Name of Applicant	e-mail address	Title	
Office Address	Telephone No.	Department/School/College	
Date(s) of Activity: _____			
Date of this Application: _____			
Budget Summary:			
Budget Item (e.g., travel, workshop)	Support from Unit	Lecturer PD Grant	Total
TOTAL			
Amount Requested: _____			

Appointment Verification: This application is being submitted by an Employee who has an active appointment on the Dearborn Campus of the University of Michigan, is a member of the LEO bargaining unit, and is not on full layoff status as of the date of this application.

Signature of Applicant

REQUIRED: Unit Endorsement: By my signature, I verify that either: a) the applicant has applied and received funds from the unit as shown above or b) there is no unit support available for this purpose due to the following reason:

b) if the application includes activities that would take the Lecturer away from his or her assigned responsibilities (e.g. teaching), the department (or academic unit) is supportive of this absence.

Signature of Chairperson/Dean

REQUIRED: Attach a one-page narrative that includes: 1) a brief description of the activity or cost item, 2) how the support is related to your career and professional development at UM-Dearborn and the goals of this program; 3) an explanation or justification of the costs; and 4) outcomes or products expected with approximate time schedule.