

## Section 7 - Guidelines for Allocating IPD Funds

### 7.1. Workshops and Conferences

Eastern Nazarene College is committed to encouraging beneficial professional and instructional development for each faculty member. To the extent possible, ENC will help support faculty requests for development activities that enhance the individual's scholarly expertise, improve the quality of instruction and/or enhance the reputation of the college.

The following general guidelines and priorities will be used in considering requests:

1. To be eligible for funding you must be a voting member of the faculty as defined in the faculty manual or a full-time coach.
2. The department recognizes the activity as a priority.
3. The following information is required and will be provided by submitting the appropriate form:
  - a. A paragraph clearly stating the purpose for the activity and the benefits relative to instruction, scholarship, professional development, service to the broader college community, and/or ENC visibility.
  - b. Information on level of program participation (attendee, presenter, officer, discussion leader).
  - c. Itemized anticipated expenses and potential/requested resources.
4. Faculty will be expected to submit a Conference/Workshop report form after the event that summarizes the value of the opportunity.
5. Priority will be given to
  - a. full-time teaching faculty
  - b. those presenting at a conference or workshop
  - c. those requesting for the first time in that academic year
  - d. those requests best in support of departmental or college initiatives
  - e. those requests that reflect the broadest impact on the campus community
6. Total funding given to an individual will be generally limited to \$750 per academic year.
7. Bringing an expert on campus to provide Professional/Instructional development for several faculty will also be considered for funding under these guidelines.
8. Funding requests will be reviewed and decided upon by the IPD Committee on a monthly basis, except during the summer.

The College will fund Instructional requests, as they are received, when they comply with the above guidelines and until the fund allocation is exhausted. Faculty are encouraged to submit their request for funds sufficiently early so that the request can be reviewed by the IPD committee in advance of the event. It is understood that opportunities for professional and instructional development sometimes occur with relatively short notice. Therefore, requests for funds must be submitted no later than 30 days after the activity has occurred. In all cases, however, **requests must be made within the fiscal year (July 1 – June 30) in which the activity occurred.**

## 7.2 Application for Instructional and Professional Development Funds

# Conferences and Workshops

### INSTRUCTIONS FOR APPLICANTS:

1. Complete this form and sign and date it.
2. Obtain the signature of the department chair.
3. Submit the completed application form to the chair of the IPD committee.
4. Priority will be given to
  - full-time teaching faculty
  - those presenting at a conference or workshop
  - those requesting for the first time in that academic year
  - those requests best in support of departmental or college initiatives
  - those request that reflect the broadest impact on the campus community
2. The IPD committee will evaluate the application according to the following criteria:
  - Will the activity enhance the faculty member's professional ability?
  - Will the activity improve the faculty member's teaching-related skills?
  - Will the activity have a direct impact on the department, faculty, students, campus community?
  - Will the activity be useful in curriculum development?
  - Will the request enhance the visibility and reputation of the college?
  - Are the funds to be used efficiently (location, travel costs, # nights, reasonable hotel)?
3. You will be notified in writing of the amount of funding approved.
4. Within 30 days after the conclusion of the conference, submit the Expense report and Conference/Workshop report form.
5. You can be reimbursed only for amounts for which you have receipts (up to the maximum funding awarded). If submitting for mileage reimbursement, you should keep a record of your personal automobile mileage and provide distance information on the form.

### After the Conference

1. Complete a Conference/Workshop report form that covers the following:
  - a. Briefly summarize the conference, including the most valuable information you learned.
  - b. Indicate how participation in the conference will enhance your job performance and enable you to serve the college better.
2. If you heard an outstanding presentation and you would like to recommend the presenter or speaker for a college activity, include a brief description of the presentation and provide the person's name and contact number or address.
3. If you discovered other valuable resources for the college, include a description and source of the resource.
4. Complete an expense report and attach your receipts.
5. Submit your report, receipts, and forms to your Department Chair. The Chair will forward the expense report to the Office of the Provost and the Conference/Workshop report form to the chair of the IPD committee.

**Application for Instructional and Professional Development Funds  
Conferences and Workshops**

Faculty Name: \_\_\_\_\_ Faculty Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Full Name of Conference, Convention, or Workshop (do not use abbreviations):  
\_\_\_\_\_

Dates of event: \_\_\_\_\_ Location: \_\_\_\_\_

Check all that apply:

- Attending
- Participating in an workshop
- Leading a group/panel discussion
- Serving on a planning committee
- Presenting a poster
- Presenting a paper
- Presenting a workshop
- Other: \_\_\_\_\_

If presenting a paper, poster or workshop, provide the title: \_\_\_\_\_

Please comment on the purpose for the activity and the benefits relative to teaching, scholarship, professional development, service to the broader college community, and/or ENC visibility; (attach supporting documentation as necessary)

Estimated Costs: *(A final expense report, with receipts, must be submitted after the event.)*

Item	Amount (round to the dollar)	Other Items	Amount (round to the dollar)
Fees			
Travel Car / air ?			
Food			
Lodging			
Total →			

Signature of department chair: \_\_\_\_\_ Date \_\_\_\_\_

**FOR IPD USE ONLY:** Date received: \_\_\_\_\_ Date reviewed \_\_\_\_\_  
Amount Approved \_\_\_\_\_ Amount Reimbursed \_\_\_\_\_

### 7.2.1 CONFERENCE REPORT FORM

**Name:**

**Department:**

**Phone:**

**Conference title or topic(s):**

**Length of conference (Clock hours):**

**Sponsoring organization, agency, or company:**

**Note:**

If you only attended a conference but did not present, please complete the CATEGORY I section.

If you attended and presented at a conference, please complete both CATEGORY I and CATEGORY II sections.

**CATEGORY I:** Participant only attended the conference but did not present

- A. Complete a short abstract describing the conference you attended. The abstract should include some discussion about the entire conference with special emphasis on the sessions you attended.
  
  
  
  
  
  
  
  
  
  
- B. Write a short paragraph about the topics or sessions you think were the most interesting and/or relevant to your work at Eastern Nazarene College.
  
  
  
  
  
  
  
  
  
  
- C. Write a short paragraph about what you have learned from the conference that can be applied to your teaching or program?
  
  
  
  
  
  
  
  
  
  
- D. Write a short paragraph about how you plan to apply what you have learned?

- E. Would you recommend attending this conference to others? If not please explain?
- F. Based on what you learned at the conference, what recommendations (if any) would you make to other programs/departments within the College?
- a.
  - b.
  - c.
  - d.
- G. Additional comments:

**CATEGORY II:** Participant attended and presented at the conference

- H. Do you plan to share what you've learned with the ENC community?  
YES or NO
- I. Do you plan to share what you've presented with the ENC community?  
YES or NO
- J. If you have answered yes to H or I. Please submit a short abstract describing your suggested presentation

## 7.3 Application for Instructional and Professional Development Funds

### Professional Course Load

Professional activity by ENC faculty is supported financially through grants from the IPD, through allocation of professional course loads and through sabbatical leave. Long term professional activity requires a regular investment of time by faculty in conjunction with their normal teaching, advising, and committee work. Professional Course Loads (PCL) provide faculty with a period of concentrated effort beyond what can be reasonably expected while maintaining a normal teaching load. PCL's reallocate a portion of a faculty member's required workload from classroom activity to professional activity outside the classroom. Expectations for other faculty activities such as advising and committee work are not diminished. At the conclusion of the PCL, the faculty member is expected to supply written documentation demonstrating the results of the work performed.

#### INSTRUCTIONS FOR APPLICANTS:

1. Faculty wishing to use a PCL must apply to the Instructional and Professional Development committee.
2. The applicant must include a plan with measurable objectives and written comment by both the division and department heads responsible for covering the reduction in load.
3. The applicant must apply to the IPD using the approved form.
4. Application for the **Fall** semester must be approved **prior to March** of the preceding academic year.
5. Applications for the **Spring** semester must be approved by the beginning **of October** in the academic year the activity will be performed.
6. All PCL's must be approved by the Provost based on the recommendation of the Instructional and Professional Development committee. There is no limit to the number of PCLs awarded to an individual faculty member.
7. Submit a PCL-Report to the IPD no later than 30 days into the semester following the completion of your PCL.

Application for Instructional and Professional Development Funds
Professional Course Load - Application

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
Department: \_\_\_\_\_

Semester Activity Planned for:

[ ] Fall

Academic Year \_\_\_\_\_

[ ] Spring

PCL Credit(s) requested \_\_\_\_\_

(i.e. 3 PCL credits = 3 credit-hour course)

Professional Activity Plan

- 1. Describe the nature of the activity to be performed as the PCL.
2. What are the measurable objectives, including a timeline that can be used to evaluate your performance?
3. How will your daily/weekly schedule
4. be arranged to provide consistent blocks of time for this activity?
5. Where will the proposed work take place? Is there a dedicated space for the activity?
6. How is the proposed activity of value to the department, division, and/or College?

Impact on the Department/Division

(Prepare in consultation with the department and division chair.)

- 1. Will this PCL affect the ability of the department/division to meet all of its General Education and Major Course offerings?
a. If yes, outline the plan to cover the needed courses.
b. If no, briefly explain why.

2. What is the source of funding for the proposed activity?

[ ] No funding needed

[ ] External Funding

[ ] Institutional Funds

(all courses covered)

(describe below)

(included in Annual Budget)

Reviewed by:

Signature of Department Chair: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Division Chair: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR IPD USE ONLY: Date received: \_\_\_\_\_ Date reviewed \_\_\_\_\_

Action \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Department: \_\_\_\_\_

Semester PCL was performed

Fall

Academic Year \_\_\_\_\_

Spring

PCL Credit(s) used \_\_\_\_\_

(i.e. 3 PCL credits = 3 credit-hour course)

### **Professional Activity Report**

1. Briefly describe the nature of the activity:

2. State one or two things you learned through your participation:

3. Describe how this event and your participation will now enhance your teaching and professional development:

Submit this form to the IPD no later than 30 days into the semester following the completion of your PCL

## 7.4 Student Research Assistant Program

This program provides faculty funding to hire a student research assistant. A partnership of this nature benefits both the faculty and the student. Faculty scholarship is a vital component of the professional academic life of faculty at an institution of higher education. Remaining professionally active and current in one's field is of great benefit to both teaching excellence and to the classroom learning environment. When students can participate in scholarship activity, they engage with the content in a way that goes beyond the textbook and class environment. A program of this sort provides a resource for ENC faculty to remain professionally active. The budget shall be set by the administration with the goal of providing funds for up to 6 grants a year.<sup>769</sup>

<b>Example Arrangements</b>		
	<b># Weeks</b>	<b>Hours per Week</b>
Full Semester	13	4
Bulk of Semester	10	5
4-week intensive	4	12
All semester minimal	13	3

### Implementation

- 4-5 hours a week of faculty-directed activity
- The student will submit a report detailing what they have learned to the supervising professor. This may include a presentation of the results of their work. The student report will become a part of the final submission to the Instructional Professional Development Committee.
- A request for funds will need to be submitted which includes:
  - o Total number of hours requested
  - o Detail as to the specific task of the student
  - o Goals of the project
  - o Goals for student learning