

## **Professional Development for Teaching Faculty**

### A. Introduction

Elon University provides resources for faculty professional development in two areas: development for research and scholarship and development in teaching. Funds for teaching faculty to engage in research and development, attendance at professional meetings, workshops, seminars, advanced study, released time fellowships and sabbatical leaves are provided by the university. In addition, the university employs a director of sponsored programs who seeks funds to provide these benefits for individuals and the university. These resources for faculty development are reviewed annually in the budgeting process.

Peer mentoring offers a means for development of teaching skills. Opportunities for mentoring are available through the schools or college, or through the Center for the Advancement of Teaching and Learning for interdisciplinary-based mentoring.

Professional development for teaching faculty includes public recognition of accomplishments in scholarly research and publication. Each year Elon presents the “Distinguished Scholar Award” to a faculty member who has demonstrated significant and sustained scholarly achievement. Guidelines for the award are included in this section.

### B. Faculty Travel

1. Teaching faculty members are urged to associate themselves with at least one professional organization or learned society and to become active in its programs. The university will help defray expenses incurred by faculty members in attending such meetings.
2. Well in advance of the meeting, the faculty member should notify the department chair of plans, clearly indicating arrangements for the conducting of classes during the absence. If these arrangements are approved, they will be sent in writing to the dean for final clearance. Forms for reporting expenses should be obtained from the dean’s office or the chair’s office before the meeting, and expense forms should be returned as soon as possible after the meeting to that office. A brief written report of the meeting should also be submitted to the dean through the department chair.
3. Each full-time teaching faculty member is budgeted for travel to professional meetings as a part of the university’s interest in faculty development and professionalism. The budgeted amount is to cover actual traveling and living

expenses. The faculty member will be expected to cover costs above the budgeted amount. The budget allocation can be applied to total cost without distinction regarding attendance, reading a paper or serving in an official capacity. Unused funds may be carried over 1 year to enable a faculty member to attend more meetings or more distant meetings. There is no carryover beyond the second year. A faculty member may not transfer unused travel funds to another faculty member.

### C. Grants Awarded by the Faculty Research and Development Committee

#### General Criteria for Awarding Faculty Research and Development Funds

- The project contributes to a discipline(s), the university, and/or the public good.

Projects that have the most potential to result in a scholarly product, and/or have significant impact, and/or gain recognition outside of the Elon University, are looked upon favorably. (Elon has a broad view of scholarship, as defined in the teacher-scholar statement in Elon's Faculty Handbook.)

- The project benefits the faculty member's career as a teacher-scholar.

Projects that have the most potential to contribute to the faculty member's effectiveness as a teacher-scholar are looked upon favorably.

- Other Considerations:

The proposal's clarity in addressing the above criteria is important. The proposal is, in essence, a persuasive document and should be addressed to a committee composed of faculty representatives from a variety of disciplines.

All things being equal, the committee looks favorably upon awarding those who have received little or no Faculty Research and Development funding in the past.

Any full-time teaching faculty member who meets the following requirements is eligible to apply for a sabbatical leave:

#### 1. Sabbatical Leaves

- a. Eligible faculty are encouraged to apply for sabbatical leaves if they are conducting extensive research or engaged in a significant amount of additional study that will result in the recipient's professional development. Eligible faculty may apply for a leave of one-half a full year's teaching load at full salary or for a leave of a full academic year at half-salary.
- b. A sabbatical leave may be granted for one-half a full year's teaching load, 12 hours, at full salary, or for a full academic year, 24 hours, at half salary. The

sum total of teaching hours plus release time for departmental duties, such as chair responsibilities, plus 12 hours of sabbatical leave, will not exceed 24 hours for the recipient of a sabbatical leave in the academic year of that leave.

- c. One or more sabbatical leaves may be granted for a full-year at full-pay. Applicants for this highly competitive sabbatical will apply by October 1. Applications will be judged on the need for a full year to complete the scholarly project as well as the applicant's previous scholarly productivity. Those applicants who do not receive the full-year, full-pay sabbaticals can choose to have their application forwarded to apply for the type of sabbatical noted in 1.b.
- d. Any full-time faculty member who meets the following requirements is eligible to apply for a sabbatical leave:
  - 1.) Holds the rank of lecturer, senior lecturer, assistant professor, associate professor, or professor
  - 2.) Has completed at least 5 years of service to the university in full-time, continuing term status.
- e. For the period of the sabbatical, the recipient is released from obligations to attend department, faculty, and committee meetings. The recipient's advising load can be temporarily redistributed.
- f. All fringe benefits will continue through the period of the sabbatical leave.
- g. A minimum of 5 years of service to the university must elapse after a sabbatical leave has been taken before a tenured or continuing track teaching faculty member may apply for another sabbatical leave (in the Fall of the sixth year for a sabbatical in the seventh year).
- h. A member of the faculty who is within 2 years of retirement will normally not be considered to be eligible for a sabbatical leave.

If a faculty member is applying for tenure or professional status in the same year as the sabbatical application, the awarding of the sabbatical will be contingent upon the granting of tenure or professional status.
- i. A recipient of a sabbatical leave is expected to return to Elon University for at least 1 year. Recipients who fail to complete 1 year of full-time service at Elon University immediately following their sabbatical leave will be required to repay the monies advanced them by the university during their sabbatical unless the university terminates their employment.

- j. Application for a sabbatical leave should be made via the online form provided by the faculty research and development committee. All applications for sabbaticals for the next academic year must be submitted on-line and approved by both the chair and the dean by the published deadline (full-year, full-pay applications are normally due by October 1 and other sabbatical applications are normally due by November 1).
- k. The decision of the faculty research and development committee will be decided by blind review, based on the criteria stated in the beginning of this section and the merits of each individual case. The faculty research and development committee will report its decisions to the associate provost for faculty affairs.
- l. By October 15 of the year following the sabbatical, the faculty member is expected to submit a report to the associate provost for faculty affairs. A standard report form will be provided to all sabbatical award recipients addressing the following:
  - 1) the research or development objectives accomplished during the period of the sabbatical award,
  - 2) the refinements or changes, if any, to the original research or development plan, and
  - 3) a description of how the sabbatical project has influenced the teaching, mentoring, or future scholarship activities of the recipient.”
- m. The publication of the results of research projects supported by a grant from the university should include a printed acknowledgment of financial assistance from the university.

## 2. Summer Fellowships

- a. Faculty are encouraged to apply for summer fellowships if they are conducting research or engaged in a significant amount of additional study that will result in the recipient’s professional development. These fellowships are intended for those faculty members who will be doing a significant amount of work but not as much as a sabbatical leave would entail. The work for these fellowships should be completed during the university’s summer months. The amount of the Summer Fellowship is in excess of \$7,000 and it increases each year at the same percentage as faculty salary increases.
- b. Summer fellowships are intended to provide a period of uninterrupted time, similar in nature to a sabbatical (see section above), to be used exclusively in the pursuit of a project intended to result in publication or some other tangible expression of scholarship and/or professional development.

- c. Any full-time teaching faculty member who has served the university for one or more years is eligible to apply for a summer fellowship. Thus, the earliest possible award would be for the summer following a faculty member's second year at the university.
- d. Since summer fellowships are intended to provide for uninterrupted time, recipients should have six to eight weeks of the summer to dedicate to the fellowship. Summer fellows cannot teach more than the equivalent of one course during the summer.
- e. Teaching faculty members are usually not awarded summer fellowships in consecutive years. Recipients of summer fellowships are expected to return to Elon University for at least 1 year. Recipients who fail to complete 1 year of full-time service at Elon University immediately following their fellowship grant will be required to repay the monies of the grant unless the university terminates their employment.
- f. Applications for a summer fellowship should be made via the online form provided by the Faculty Research and Development Committee. All applications for Summer Fellowships for the following Summer must be submitted on-line and approved by both the chair and the dean by the published November deadline (normally November 1).
- g. The decision of the faculty research and development committee will be decided by blind review and based on the criteria stated in the beginning of this section and the merits of each individual case. The faculty research and development committee will report its decisions to the associate provost for faculty affairs.
- h. A report of fellowship activities completed by the recipient should address the following:
  - 1.) the research or development objectives accomplished during the summer,
  - 2.) the refinements or changes, if any, to the original research or development plan, and
  - 3.) a description of how the summer fellowship project has influenced the teaching, mentoring, or future scholarship activities of the recipient. The completed report form should be sent to the associate provost for faculty affairs by September 15 of the year of the grant.
- i. The publication of the results of research projects supported by a grant from the university should include a printed acknowledgment of financial assistance from the university.

3. Released Time Fellowships

- a. Faculty are encouraged to apply for released time fellowships if they are conducting research or engaged in additional study which can be completed during the academic semester for which they are requesting a reduced teaching load. Applicants may apply for a release of one or two courses; however, there is no guarantee that the release time fellowship applied for, if accepted, will be funded at the level requested. There is no monetary award associated with this type of fellowship, except for the continuance of full pay at current levels with reduced teaching responsibilities.
- b. Released time fellowships are granted for release from one or more courses during an academic year or semester. Released time fellowships are also granted for winter term. However, all full-time teaching faculty must continue to teach at least 12 credits during the academic year, including a minimum of one course in the Fall and Spring semesters. A possible exception exists for this credit-hour requirement for full-time teaching faculty. See Section II-2 A. 4.

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- c. As a result of initiatives of the Presidential Task Force for Scholarship, several additional course releases are available for research.

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- d. Any full-time teaching faculty member is eligible to apply for released time fellowships.
- e. Decisions on research-related course releases are determined by an ad hoc committee chaired by one member of FR&D and representatives from all the schools, including representatives from the three divisions in Arts and Sciences. Members of FR&D that do not serve on this ad hoc committee are eligible to apply for research-related course releases.
- f. Released time fellowships are not intended to be used for degree completion.
- g. Recipients of released time fellowships are expected to return to the university for at least one semester. If recipients fail to complete these requirements in the semester(s) immediately following their released time, they will be required to repay monies advanced them by the university for their leave unless the university terminates their employment.
- h. Application for a released time fellowship should be made via the online form provided by the Faculty Research and Development Committee. All

applications for released time fellowships for the following academic year must be submitted on-line and approved by both the chair and the dean by the published deadline for all requests for university releases, the third Friday of September.

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- i. The decisions of the faculty research and development committee and ad hoc committee for research-related course releases will be decided by blind review and based on the criteria stated in the beginning of this section and the merits of each individual case. The faculty research and development committee will report all decisions to the associate provost for faculty affairs.
  - j. Upon completion of the released time fellowship, the faculty member is expected to submit a report to the associate provost for faculty affairs. The report should address the following:
    - 1.) the research or development objectives accomplished during the period of the released time award,
    - 2.) the refinements or changes, if any, to the original research or development plan, and
    - 3.) a description of how the released time project has influenced the teaching, mentoring, or future scholarship activities of the recipient.
  - k. The publication of the results of research projects supported by a grant from the university should include a printed acknowledgment of financial assistance from the university.
4. Research, Development, and Advanced Study
- a. Faculty are encouraged to apply for money in this category if they are conducting research, working on a publication, pursuing professional development, working towards the completion of a dissertation, or engaged in additional study or course work at another graduate institution. Applicants should be aware that there is no guarantee that the amount of money requested, if accepted, will be funded at the level requested.
  - b. All full-time teaching faculty members are eligible to apply for assistance in their pursuit of scholarly research, publications, professional development, dissertation completion, advanced study or course work at graduate institutions. All research activities involving human participants, whether funded or not, must conform to the current guidelines set forth in the

document "Ethical principles and review procedures for human participants in research" available from the office of the provost/vice president for academic affairs.

- c. Applications for financial assistance should be made via the online form provided by the Faculty Research and Development Committee. Applications can be for financial assistance alone or in conjunction with a Sabbatical, Summer Fellowship, Released Time Fellowship, or Hultquist Award. All applications for financial assistance related to research, development, and advanced study for the following academic year must be submitted on-line and approved by both the chair and the dean by the published November deadline (normally November 1).
- d. The normal grant period is June 1 of each year to May 31 of the following year. Funds unused by a recipient by the end of the grant period will be returned to the general university fund. A request for a change in any part of the grant originally approved by the committee must receive prior approval from the chair of the faculty research and development committee and notification in writing to the associate provost for faculty affairs.
- e. A recipient of a research, development, and advanced study grant is expected to return to Elon University for at least 1 year. Recipients who fail to complete 1 year of full-time service at Elon University immediately following their grant will be required to repay the monies advanced them by the university unless the university terminates their employment.
- f. At the conclusion of the grant period, the grant recipient must write a report addressing the following:
  - 1.) the research or development objectives accomplished during the period of the released time award,
  - 2.) the refinements or changes, if any, to the original research or development plan, and
  - 3.) a description of how the released time project has influenced the teaching, mentoring, or future scholarship activities of the recipient.”
- g. All applications for financial assistance must be accompanied by a detailed itemized budget. Applicants have the choice to accept or reject partial funding based on review of the itemized budget. Expenses may be reimbursed for:
  - 1) Special equipment and materials, books, photocopies, film, and manuscripts for research. Large equipment expenses cannot usually be covered.



- 2) Statistical analysis, transcription, consultants
  - 3) Communication costs
  - 4) Travel and living expenses incurred away from home and pertinent to the project (with low priority given to travel expenses for coursework). Mileage, hotel costs, and other living expenses should be itemized.
  - 5) Publication up to 50% of the requisite subsidy, but not to exceed \$1,500, including cost of images
  - 6) Tuition
  - 7) Other purposes deemed by the committee to be necessary for the successful completion of the proposed project and compatible with the general policies of the university, but not to include payment to the faculty member for time spent in research
- h. When possible, supplies, equipment, and clerical services are to be acquired through other university channels. The committee will not approve the expenditure of its funds for materials or equipment which in its judgment should be supplied by the university through the departmental, dean's or library budgets.
  - i. Teaching faculty members desiring release from teaching responsibilities to conduct research or to develop projects are encouraged to refer to sections on sabbaticals and released time above.
  - j. All books, manuscripts, photocopies, films, and similar research materials purchased with funds from a grant approved by the committee become the property of Elon University and, upon completion of the project, are to be deposited in the library or other appropriate university repository. Textbooks required in course work will become the personal property of the grantee.
  - k. The publication of the results of research projects supported by a grant from the university should include a printed acknowledgment of financial assistance from the university.
5. Hultquist Fund Summer Fellowships

Full time faculty may apply for a Hultquist Fund Summer Fellowship during their first year at Elon to be used in the summer between their first and second years of teaching. Awards include, but are not limited to, research, scholarship and writing, and course development, and may be requested as stipend and/or expense reimbursement.

D. Distinguished Scholar Award

1. The Faculty Research and Development Committee offers a “Distinguished Scholar Award” to recognize an outstanding scholar among the Elon faculty. A committee of teaching faculty will select no more than one recipient per year. The recipient will be honored at the annual faculty-staff awards luncheon.
2. Purpose of the Award: The Distinguished Scholar Award recognizes and honors excellence in scholarship. This excellence must be acknowledged by both the Elon community and by the larger community of the candidate’s discipline. Nominations must originate from individuals holding faculty rank at Elon University and be supported through letters of recommendation by colleagues qualified to judge the candidate’s work.
3. Nature of the Award: The recipient shall receive a plaque and a cash award equal in value to the cash component of the Daniels-Danieley Award. He or she will also deliver a plenary “Distinguished Scholar Lecture” during the subsequent academic year.
4. Guidelines for nomination for the award:
  - a. The nominee is a full-time member of the Elon University faculty.
  - b. The nominee has made an original contribution to his or her field.
  - c. The nominee’s contribution has been exposed to critical appraisal by professional peers through publication, exhibition or personal presentations.
  - d. The nominee has shown evidence that his or her creative activity has been prolonged and is ongoing. One indication of this would be a record of publications, presentations, artistic performances, or exhibitions spanning a period of time including the present or recent past.
  - e. The nominee must have completed a significant amount of scholarly work during his/her affiliation with Elon. Scholarly activities completed prior to joining Elon may serve to strengthen a potential recipient’s nomination.
  - f. The nominee normally will have completed at least four years of full-time teaching and service at Elon University prior to being eligible for nomination.
5. Process of decision:
  - a. Each year, prior to the solicitation of nominations, the Faculty Research and Development Committee will establish a Distinguished Scholar Selection

Committee of five teaching faculty members to select the award recipient.  
The committee will consist of:

- 1.) Two members from the Faculty Research and Development Committee
  - 2.) Two members appointed by the Faculty Research and Development Committee from outside its membership, and
  - 3.) The previous year's recipient of the Distinguished Scholar Award.
- b. Whenever possible, the members of the Distinguished Scholar Selection Committee will be chosen to provide representation for the Schools of Business, Education, Health Sciences, Communications and the College of Arts and Sciences.
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- c. Should it occur that there is no recipient in a particular year, the following year the chair of the Faculty Research and Development Committee will serve in the place of the previous year's recipient.
  - d. The chair of Faculty Research and Development Committee will appoint as chair the committee member who has served on the Distinguished Scholar Committee the previous year.
  - e. Nominations for the Distinguished Scholar Award will originate from the faculty and be sent to the chair of the Distinguished Scholar Selection Committee after having been solicited by the Provost in the fall semester. Members of the selection committee are not eligible for nomination.
  - f. Nominees will submit a portfolio in support of their candidacy.
  - g. Nominees will solicit at least three letters of recommendation in support of their scholarship from colleagues qualified to judge their work. At least one of the letters must come from a colleague employed by Elon, and at least one from a colleague not employed by Elon University. Nominees who are applying again may use letters from the previous three years.
  - h. The Selection Committee's decision will be reported to the chair of the Faculty Research and Development Committee who will report the decision to the associate provost for faculty affairs who will arrange for plaque, stipend, and presentation of the award.
  - i. Award recipients are not eligible to be re-nominated for at least four academic years.

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