

## **FACULTY DEVELOPMENT COMMITTEE**

### **Operating Code**

**FUNCTION:** To advise the Dean of the Faculty on faculty development policies; to initiate ideas for faculty growth and improvement, including programs to support both scholarly and professional activity and the improvement of teaching; to allocate such research funds as the Dean shall designate; to represent the faculty on the award of pre-tenure paid research and sabbatical leaves, and to make recommendations on such leaves to the Dean of the Faculty; and to select the annual Edwin Moseley Faculty Research

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- The Committee expects faculty to write proposals in language that is clear to the non-specialist, and that makes evident to the members of the committee the scholarly and/or pedagogical value of the proposed studies. The Committee also expects an itemized budget for the project listing other funding sources should the grant request not meet the entire budget for the project.
- The Committee will not consider proposals from faculty who have received earlier Faculty Development Grants, and who fail to submit substantive summary reports of their work after the interval of their grant has elapsed. The Committee will not ordinarily consider proposals that are submitted after the deadline for receipt of such proposals.
- The chair of the Committee, in cooperation with the Committee support staff representative, informs each applicant for Faculty Development Grants of the Committee decision with respect to his or her proposal. The Chair announces the recipients of awards to the faculty at large at Faculty meetings.
- At the last meeting of each spring semester, the Committee selects one of its elected members to serve as Chair for the following academic year.