

**PROFESSIONAL DEVELOPMENT PROGRAM FOR ACADEMIC FEDERATION MEMBERS  
10/12/09**

We welcome applications for Professional Development projects for Academic Federation members during the 2010-2011 academic year. This competitive program provides funding for the pursuit of professional development activities that will enhance members' campus effectiveness and range of capabilities in their current positions.

Department chairs should assure that eligible Academic Federation members in their units are aware of this program.

**Eligibility**

Applicants must be Academic Federation members with five years of continuous service in a salaried position at 50% time or more with the University in one or more of the following titles:

- |  |                                     |
|--|-------------------------------------|
| Academic Administrator                       | Librarian Series                    |
| Academic Coordinator                         | Professional Research Series        |
| Adjunct Professor Series                     | Project (Scientist) Series          |
| Assistant and Associate Law Librarian        | Specialists                         |
| Assistant and Associate University Librarian | Specialist in Cooperative Extension |
| Clinical Professor Series                    | Supervisor of Physical Education    |
| Continuing Educator                          | University Extension Teacher        |

Members are eligible for one leave every three years. The amount of time spent on leave typically would not exceed a quarter within a 5-year period.

<b>Requested leave period</b>	<b>Applications due</b>	<b>Award announced</b>
Spring/Summer 2010	Dec. 15, 2009	March 2010
Fall/Winter 2010-11	May 3, 2010	July 2010

**Description of the Program**

The Professional Development Program provides an opportunity for Academic Federation members to enhance their effectiveness in their current positions. The proposed professional development activity may be related to a research project (e.g., attending a training course or visiting another research lab to learn a new technique), a service project, or a program of study, such as enrollment in a short course, management development program or workshop sponsored by an institute. (This program does not support research travel to attend a conference or supplies to complete a research project.)

**Note:** See sample budgets at the end of this document.

**Award Criteria**

Proposed projects will be evaluated based on the following criteria:

1. Relevance to the applicant's current activities;
2. Impact on the applicant's future effectiveness in the current position;
3. Applicant's preparation and feasibility;
4. Quality of the proposal;
5. Significance of the project to the University;

Failure of the applicant to specifically address items 1-5 above will invalidate the application.

**The Proposal**

A complete proposal package must include:

- The cover sheet (see associated form):
- A brief proposal that describes the project and budget (no more than five pages; see below):

- A list of service activity and publications for the last four years; and
  - The Department chair's letter (and any other letters of support that the applicant feels are important; see below)
1. Description of the Project
    - a. Describe for a non-expert audience what the applicant will do and produce while working on the project;
    - b. Address each of the items 1-5 listed under award criteria;
    - c. List other sponsoring organizations, if any, and their locations.
  2. Timetable and Explicit Budget
    - a. The effective dates of the proposed activity;
    - b. Explanation of how the applicant's program of work will continue in his/her absence, as applicable;
    - c. Detailed description of the financial support that will be needed to carry out the proposed activities. Include the type and amount of each expense such as tuition, per diem, travel support, and replacement salary (where permitted). The Office of the Provost will support up to \$9,000.
  3. Letter from Department Chair/Unit Head and Optional Support Letter(s)
    - a. The department chair or unit head must prepare a letter of support and approval to accompany the proposal. In addition to addressing each of the items 1-5 listed under award criteria, the letter must include the following:
      - 1) Description of the quality of the applicant's record of performance in his/her current position, insofar as this represents the foundation upon which the professional development activity will be based;
      - 2) Explanation of why the unit is unable, by itself, to accommodate or fund the project;
      - 3) The amount of funding required.

At the applicant's option, supplemental letters may also be submitted by a colleague familiar with the applicant's work or the host institution for a training activity.

### Review Procedures

1. The department chair/unit head forwards the proposal to the Vice Provost—Academic Personnel no later than the dates shown below.
2. All applications will be referred to the Academic Federation Committee on Professional Development, which will evaluate and rank the applications and make recommendations to the Vice Provost—Academic Personnel.
3. The Vice Provost—Academic Personnel makes the final decision on each proposal.

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 July 2010

## **Award Requirements**

If approved, a report, not to exceed two pages, addressed to the Vice Provost—Academic Personnel, on the applicant's project is required **within one quarter of completion of the funded activity.** **Failure to provide this report will disqualify the recipient for any subsequent awards from this program.** The Academic Federation may use the project report in its publicity for the award.

Questions concerning this program should be directed to Jo Anne Boorkman, Academic Assistant to the Vice Provost—Academic Personnel at 752-4827 or via email at [jaboorkman@ucdavis.edu](mailto:jaboorkman@ucdavis.edu).

## HOW THE PROGRAM WORKS

### Samples of Budgets

#### ➤ For administrative titles, librarians, continuing education specialists, and research titles paid by a department

Replacement funds are provided **to the department** to use to backfill program and administrative duties or research functions of the recipient. The department continues to pay the recipient's salary while the professional development award funds are to be used for the replacement's salary. Replacement funds will be provided **after the department provides documentation of the replacement's salary to the Office of the Vice Provost Academic Personnel**. Applicants may request funds for other expenses associated with the project. These funds are provided **to the recipient**. A maximum amount of \$9,000 is available for replacement costs and project-related expenses.

##### Sample budget:

- Replacement cost—one month salary plus benefits for backfill replacement at \$60,000 annual salary. Amount requested \$6,650.
- Project associated expenses—professional development course registration fee, \$1,250 and \$485 for travel expenses (airfare, car rental and parking). Amount requested \$2,350.
- Total amount requested \$8,385.

#### ➤ For teaching titles (non Unit 18) and supervisors of physical education

Replacement funds are provided **to the department** for the cost of replacing the recipient's teaching duties during the award period. The department will continue to pay the recipient's salary while the professional development award funds are to be used to hire or pay the salary of person(s) who will assume responsibilities for the recipient's course(s). **Professional Development Award funds will be provided only after receipt and/or documentation of the replacement's salary**. Applicants may request funds for other expenses related to the project. These funds are provided **to the recipient**. A maximum of \$9,000 is available for replacement costs and project-related expenses.

##### Sample budget:

- Replacement cost—one course release time at \$8,000 per course. Amount requested \$8,000.
- Project associated expenses—travel 140 miles RT to University [XX] two days per week for 10 weeks. Amount requested \$1,000
- Total amount requested \$9,000

#### ➤ For research titles independently supported by grants and/or contracts

Replacement funds are provided **to the department** for replacement costs of the recipient's departmental duties during the award period. Funding may be provided **to the recipient** for costs associated with the project, such as tuition, living expenses, travel support, and other **professional development** related expenditures. Funds are not available for completing on-going research projects. For Academic Federation members who are independently supported by grants and/or contracts (e.g., Professional Research and Adjunct Professor Series.), the department could request funds to pay the recipient's salary (and reduce the time supported by grant and/or contract funds) to support time to attend a workshop, work in another lab or other related short-term professional development activity. Such funding cannot exceed a few percent of annual effort. A total amount up to \$9,000 is available for the cost of the professional development activity.

##### Sample budget:

- Replacement cost—support of a part-time [programmer] to continue work during applicant's absence, 15 hours per week for 10 weeks. Amount requested \$3,648.
- Project associated expenses—tuition, \$2,550; lodging and meals \$1,744; travel expenses (air fare and airport shuttle) \$500; workshop lab supplies \$500. Amount requested \$5,294.
- Total amount requested \$8,942

Examples of past Professional Development awards are available on the web at <http://academicfederation.ucdavis.edu/pastAwards.htm>.