

**PROFESSIONAL DEVELOPMENT PROGRAM -- UNIT 18 MEMBERS  
APPLICATIONS FOR 2010-2011 ACADEMIC YEAR**

Unit 18 Non-Senate Faculty (NSF) are invited to apply for a Professional Development Award for the 2010-11 academic year. The NSF designation applies to title codes included in Article 1 of the UC/AFT Memorandum of Understanding dated August 25, 2005-August 24, 2010. This competitive program provides funding to help Non-Senate Faculty engage in professional development activities that will enhance a NSF's effectiveness, and development, as scholar/teacher in their field.

**AWARD CATEGORIES**

NSF are encouraged to submit a range of proposals for professional development awards to support the following (including but not limited to) activities:

**Category A: Miscellaneous Support Funds**

Expenses involved in attendance at academic conferences and/or professional meetings

Expenses involved in attendance at training seminars, classes, etc.

Expenses involved in purchasing otherwise unavailable technological packets for direct instructional use

**Category B: Comprehensive Paid Leave (One Quarter)**

Paid Leave for full academic quarter to engage in sustained research/scholarship as per appropriate academic field of interest.

**ELIGIBILITY**

To be awarded Support Funds applicants must be employed in one or more of the following titles. **PLEASE NOTE:** Only NSF with Continuing Appointments are eligible to submit requests for Paid Leave.

| <b>Title</b>                             | <b>Title Codes</b>           |
|--|------------------------------|
| Lecturer                                 | 1631, 1633, 1635, 1652, 1653 |
| Senior Lecturer                          | 1641, 1643, 1645             |
| Demonstration Teacher                    | 2211                         |
| Supervisor of Teacher Education          | 2221, 2223                   |
| Coordinator of Field Work                | 2241, 2246                   |
| Field Work Supervisor                    | 2251, 2256                   |
| Field Work Consultant                    | 2261, 2266                   |
| Child Development Demonstration Lecturer | 2284                         |
| Substitute Teacher                       | 2428                         |
| Teacher                                  | 2461, 2651                   |

### **Category A: Support Funds**

Applicants must submit a brief (1-2 page) proposal indicating how funding would be used – conferences, short-term training sessions, immediate technological acquisition, etc. – with dates (where applicable) and direct cost breakdown.

Support Fund Applications will be evaluated in light of how support funds will be used to further enhance a NSF member's activities as scholar/teacher and the immediate impact such funding will have on their effectiveness as a working member of the Non-Senate Faculty.

### **Category B: Paid Instructional Leave**

#### **Professional Leave Applications**

Non-Senate Faculty with Continuing Appointments are eligible to submit requests for funding to sustain a paid instructional leave in order to pursue academic activities that would enhance their standing as scholars/teachers. If a NSF member, with Continuing Appointment, is granted a paid leave under Professional Development Guidelines, the successful applicant's program/department will be provided with funds for course replacement, i.e., to hire teaching replacements (course buy-out) not to exceed \$9,000 per course for a maximum of two courses. Such funds will be transferred to the

appropriate program/department account after receipt in the Office of the Vice Provost -- Academic Personnel of a copy of the appointment letter (and salary) for the replacement individual.

In addition to course replacement funds allocated for paid leave, additional funds can be requested -- as part of an applicant's overall proposal -- to cover any project-related expenses incurred during a given paid leave. Such funds will be transferred once an applicant's program/department submits a brief report with receipts of expenses incurred. NOTE: project-related expenses incurred as part of paid leave activities cannot exceed \$1000.

### **AWARD CRITERIA – PAID LEAVE**

Proposals will be evaluated according to the following criteria:

1. Relevance to the applicant's activities as scholar/teacher.
2. Direct impact on the applicant's future effectiveness as scholar/teacher.
3. Applicant's ability/qualifications to undertake a given academic project.
4. Applicant's qualifications/ability to complete project within allocated time.
5. Concise description of tangible project goals: direct program application, research publication (article/book), production of in-house manuals or aids, etc.
6. Intrinsic academic qualities of proposal
7. Letter of support from the applicant's director or chair that should address each of items 1-6 above.
8. Dean's approval of requested scheduling as per paid leave award.

### **Paid Leave Proposal**

The applicant must prepare a written proposal (2-5 pages) that includes the information listed below.

### **Description of Academic Project**

- Describe for a non-expert audience what the applicant will do and produce while working on the project.
- Address each of the items 1-6 listed under award criteria.
- List other sponsoring organizations, if any, and their locations.

## **Timetable and Budget**

- The effective dates of the proposed activity.
- Brief explanation of how the applicant's teaching assignments will continue in his/her absence, as applicable.
- Brief description of financial support that will be needed to carry out proposed instructional leave. Include the type and amount of each expense involved in proposed leave such as salary, supplies, travel and/or tuition.

## **Supervisor's Letter, Project Cover Sheet**

Program/department chair must prepare a letter of support and approval to accompany the proposal. In addition to addressing each of the items 1-6 listed under award criteria, the letter must also include the following:

1. Description of the applicant's ability to begin and complete the scholarly project under consideration.
2. Description of how the applicant's responsibilities will be covered during the leave.
3. The amount of funding required.
4. A cover sheet to be signed by the candidate, the chair or director, and dean.

## **SUBMISSION DATE(S)**

### **A. Support Fund Applications**

All applicants must submit their proposals no later than **December 15, 2009**. Proposals should be sent to the Vice Provost – Academic Personnel Barbara Horwitz, Mrak Hall, UC Davis. Unlike proposals for extended paid leave, applications for support funds do not require companion letters from a NSF's director/chair. Instead, applicants must simply have their director/chair read and sign a given proposal. Applicants should then forward their proposal. Applications must be accompanied by a signed Cover Sheet with the type of proposal clearly identified

### **B. Paid Leave Applications**

Application materials must be submitted to candidates' director/chair by **December 4, 2009**.

Director/chair forwards the proposal, along with director/chair's letter to the dean or other appropriate administrative officer, no later than **December 11, 2009**.

The dean reviews submitted proposals – for paid leave -- and forwards entire package to the Vice Provost-Academic Personnel no later than **December 15, 2009**. All applications are referred to the NSF Committee on Professional Development, which will evaluate and rank the applications and submit recommendations to the Vice Provost-Academic Personnel by February 2, 2010.

The Vice Provost-Academic Personnel makes final decision regarding proposals. Announcement of all awards is expected by February 26, 2010.

### **Award Requirements**

If approved, a detailed report concerning a successful applicant's project -- evidence of work completed – will be required within one quarter of project completion. This report should not exceed two pages and should be addressed to the Vice Provost-Academic Personnel. Recipients may also be asked to give a brief presentation outlining their finished project at a subsequent Professional Development Conference.

Questions concerning the Professional development 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).

**Attachment - Cover Sheet for Application Form**