Adjunct Faculty
Professional Development Fund
Guidelines & Procedures

I. Purpose

The general purpose of the Adjunct Faculty Professional Development Fund is to help defray the costs associated with pursuing research projects, creative arts projects, or activities to further develop teaching skills and competencies. Funds are available via reimbursement for expenses which the grant recipient incurs under the grant budget approved by the Committee. Given the Fund’s limited resources, applicants pursuing projects that require funds ranging in the thousands of dollars are encouraged to seek additional external funding.

II. Eligibility

A. Applicants

Any member of the bargaining unit who has taught at least one semester at the College is eligible to apply for a grant under this program. The definition of membership is specified in the contract between the Le Moyne College Adjuncts Association and the College, which is available on the Adjunct Union webpage.

B. Activities

The following activities by individual faculty members may be supported (in whole or in part):

1. Conference attendance as an active participant (e.g., presenter, discussant, panelist, and/or other role reported in the conference program)

2. Conference attendance for professional development (e.g., to enhance competency and/or expand areas of expertise as a teacher and/or scholar)

3. Research project (e.g., scholarly activity to advance an existing research agenda and/or to pursue a new area of research)

4. Creative/artistic project (e.g., activity to initiate a new project, advance an existing project, and/or to enhance or expand creative skills)

5. Other professional development (e.g., other substantive activity to develop competencies as a teacher and/or scholar)

III. Evaluation Criteria

A. Grants are awarded on a competitive basis with strong consideration given to the merits of the proposed activity and the applicant’s grant history under this program. The Committee will not consider applications for new grants from individuals who have outstanding project reports.

B. Proposed expenses must be incurred during the fiscal year (June 1 through May 31) in which the applicant is applying.

C. At time of application, the applicant must demonstrate compliance with all relevant College policies (e.g., The award is contingent upon approval with the Institutional Review Board)
where research involves human subjects, or with Information Technology, Library, and/or other College acquisition and use policies).

IV. Eligible Expenses

A. The following items are examples of expenses that may be eligible for reimbursement:

1. Reasonable costs associated with attending a scholarly conference as an active participant – including registration fee and costs of transportation, lodging, and meals. Active participation is defined as chairing a session; reading a paper; giving a poster session; leading a workshop; presenting an artistic performance or installation; or other role reported in the conference program. The applicant must provide confirmation of active participation from the conference sponsor.

2. Activities to improve teaching skills – for example, to learn about new resources or strategies for teaching or to share insights and classroom-tested strategies – such as seminars, workshops, or activities offered at conferences. The applicant should describe the rationale for pursuing the activity and explain how it is expected to enhance his or her teaching.

3. Activities to develop new content areas for research or teaching – such as seminars, courses, workshops, or activities offered at conferences. The applicant should describe the ultimate research or teaching goal, the overall strategy for achieving that goal, a plan for securing additional funding to pursue the overall strategy (if applicable), and how the particular activity advances the overall strategy.

4. Reasonable costs of transportation, lodging, and meals incurred while conducting research.

5. Reasonable costs for services and materials – such as specialized research assistants, consumable supplies, rental and other service charges, purchases of reprints and journals essential to the project but not easily obtainable, photocopying, database searches, computer time to access off-campus sites, or technology resources provided via physical or virtual media. Requests for books, films, database access, or other library-related items or services must first be submitted to the appropriate subject librarian, after consultation with the department chair or library liaison. Requests for computer hardware, software and/or accessories or IT staff support must first be submitted to the Director of Academic Technology. Note that non-consumables become the property of Le Moyne College.

6. Standard and reasonable charges incurred during the academic publication process that are required by the publisher, such as page charges, copy-editing, submission fees, permission fees, translation fees, or indexing.

7. Cost of Le Moyne student assistants.

NOTE: Reimbursement for travel expenses complies with policies and procedures specified in the College’s Travel Policy & Procedures, which is available through the College’s Financial Services Office.

NOTE: Meal receipts must be itemized.

NOTE: The mileage reimbursement allowance for personal vehicle use is specified in the College’s Travel Policy & Procedures. Applicants must evaluate the cost of personal vehicle use against the cost of air travel. The cost of personal vehicle use cannot exceed the cost of airfare.
B. The following items are examples of expenses that are not eligible for reimbursement:

1. Tuition and fees for courses that are part of a degree program
2. Costs for routine services and materials (e.g., instructional design assistance, normal office supplies)

V. Application Process

A. Required Documents

1. Application and Budget Form
   The required online form is available on the Adjunct Union webpage. The information requested on the form is summarized in the Appendix.

2. Applicant’s curriculum vitae (as pdf)

3. Department Chair/Program Director Comment Form
   The applicant’s department chair – or program director, if relevant – must complete the brief “Department Chair/Program Director Comments” form if the proposed project is related to the applicants teaching. The required online form is available on the Adjunct Union webpage.

4. Supporting Materials (if applicable)
   The applicant must provide supporting material such as a letter of invitation, conference confirmation or journal acceptance.

5. Institutional Review Board Approval (if applicable)
   IRB approval is required when conducting research with human subjects. More information is available on the IRB webpage.

6. Other College Policies (if applicable)
   The applicant must provide documented evidence of compliance with other college policies relevant to the proposed project.

7. Information Technology Approval Form (if applicable)
   The Senior Director of Information Technology or his/her designee must complete the brief “Information Technology Approval” form. The required online form is available on the Adjunct Union webpage. More information is available from the Director of Academic Technology.

8. Library Approval Form (if applicable)
   The Director of the Noreen Reale Falcone Library or his/her designee must complete the brief “Library Approval” form. The required online form is available on the Adjunct Union webpage. More information is available from the applicant’s subject librarian.
B. Application deadlines

Applications are received according to the following schedule:

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>Fall round, current fiscal year</td>
<td>September 25</td>
</tr>
<tr>
<td>Spring round, current fiscal year</td>
<td>February 25</td>
</tr>
<tr>
<td>Spring round, next fiscal year</td>
<td>April 15</td>
</tr>
</tbody>
</table>

A fiscal year runs from June 1 through May 31.

The application and budget online form and selected comment/approval forms are available on the Adjunct Union webpage. All other supporting materials/documents are submitted to Human Resources, lemoynehr@lemoyne.edu.

There is no limit to the number of applications an eligible faculty member may submit within one fiscal year.

If the proposed project overlaps two fiscal years, a separate application must be submitted in each fiscal year.

C. Committee Review

1. The Committee makes a good-faith effort to review all applications in a timely manner.
2. During its review, the Committee may request clarification or additional information from the applicant.

D. Notification

1. The Human Resources Office notifies applicants of the outcomes and copies the Provost and appropriate Dean.

VI. Grant Administration and Report

A. Budget

A grant recipient may be reimbursed only for amounts in the line items of the budget approved by the Committee; any budgetary changes require Committee approval. If expenses exceed the amount approved in the original grant, a grant recipient may submit a proposal for additional funding. The Committee will periodically review such requests; however, additional funding is not guaranteed.

B. Reimbursement

To be reimbursed for approved expenses, the grant recipient submits original, itemized receipts and a Statement of Expenses to the Office of Human Resources (Grewen Hall 209C). Financial Services will issue a check to the grant recipient.

C. External Funding

A grant recipient who receives external funding for a project after being awarded a grant from the Committee for the same expenses is required to return to the Committee whatever amount is being covered by external funds.
D. Fiscal Year and Expenses

A fiscal year begins on June 1 and ends on May 31. Each grant is awarded for a specific fiscal year and can only be used to reimburse approved expenses incurred within that fiscal year. Funds awarded for a specific fiscal year do not carry forward into the next fiscal year.

E. Recipient’s Report to the Committee

Within 30 days of completing the funded activity, the recipient must submit a project report to Human Resources, lemoynehr@lemoyne.edu. This report will be forwarded to the Chair of the Committee, the Provost, and the appropriate Dean. This report should describe the status and/or outcome of the funded activity. The Committee will not consider proposals for new grants from individuals who have outstanding project reports.

F. Acknowledgement

As in all such matters, the support of the Committee should be acknowledged where appropriate (e.g., conference program, publication, artist’s biography).
Appendix

The application section of the required online application and budget form requests the following information:

1. Name of applicant
2. Date
3. Department or program
4. Project title
5. Project category (Conference attendance for active participation, Conference attendance for professional development, Research project, Creative/artistic project, Other professional development)
6. Abstract (brief description of the project and how funds would be used; 100 words or less)
7. College policies that apply (Institutional Review Board, Information Technology, Library, other)
8. Checklist of required documents/comment*
9. Checklist of other documents/approvals, as applicable*
10. Introduction and statement of research problem or question, professional development need, or artistic goal (be sure to describe its significance)
11. Full description of the project (be sure to describe the objectives of the project and be very sure to justify major expenses)
12. Timetable for the project (must include a completion date)
13. Means of evaluating the project (e.g., submission of paper to journal, performance or installation of artistic work, acceptance of new course proposal by Curriculum Committee, student evaluations of revised course)
14. Related projects completed
15. Description of attempts to secure other support for the project, as applicable
16. Five-year grant history (include all awards from both Le Moyne College and external sources)

The budget section of the required online application and budget form requests the following actual or estimated expenses (itemized within each category):

1. Transportation
2. Lodging
3. Meals
4. Services and materials
5. Publication charges
6. Le Moyne student assistants
7. Other costs

* Documents are submitted as email attachments to Human Resources, lemoynehr@lemoyne.edu.