# Faculty and Professional Grants Awards

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Sabbatical and Merit Leaves

There will be three sabbatical and three merit leaves available for the 2016-2017 academic year. Application procedures, criteria and the differences between sabbatical and merit leaves are detailed in the *Manual for Faculty*, section 3.11.1. A report on sabbatical or merit leave activities is due to the provost’s office 60 days after the start of the first regular semester in which a faculty member returns.

Number/amount available: 3 sabbatical leaves in 2016-2017 each at full pay for one semester or half pay for full year
3 merit leaves in 2016-2017 each at full pay for one semester or half pay for full year

Deadline(s) for submission: by Friday, September 25, 2015
Application to the appropriate dean for evaluation of eligibility, stating plans and recommendation.

Routing: by Friday, October 2, 2015
Application of eligible faculty forwarded to the Professional Development Grants and Awards Committee from school dean.

by Friday, October 23, 2015
Ranked recommendations of sabbatical and merit leave recipients from the committee to the provost.

Notification: by Friday, October 30, 2015
All faculty applicants informed by the president and provost of the sabbatical and merit leaves approved.
Naomi Weyher Leave  
Funded by the Naomi Fallentine Weyher Endowment

This paid leave of up to one semester in length is available to full-time faculty on regular appointments (i.e., not temporary). While the criteria for the awarding of a Naomi Weyher Leave are flexible, priority will be given to those faculty with demonstrated need for personal and professional renewal, and for whom a leave will make it possible for creative new directions and ideas to be fostered and explored.

Application:

By November 6, submit a 1 page description to your school dean of how this leave will be used and what outcomes can be expected, along with an updated CV. Your application should focus on how your request is different from professional development supported by sabbatical and merit leaves. The deans will forward this material to the provost. The decision as to who receives the Naomi Weyher Leave in 2015-2016 will be made by the president and provost with possible consultation with the Weyher family.

Recipients of a Naomi Weyher Leave are not eligible for another Naomi Weyher Leave for five years.

A report by the recipient on the activities and experience of the leave is due to the provost within one month after the start of the semester in which the faculty member returns.

Number/amount available:  one semester length leave awarded per year

Routing:  names of possible recipients from deans to the provost by November 6, 2015, followed by possible interview(s) with members of the Weyher family.

Notification:  by November 13, 2015 by the provost

Payment:  recipient will be paid his or her regular salary during the leave
Henkels Fellows  
Funded by the John and Jean Henkels Endowment

Each summer, one Henkels Teaching fellowship of $5,000 will be awarded to a full-time Westminster College professor to help him or her pursue professional and academic interests that improve teaching and enhance student learning.

Possible Henkels Fellows will be nominated by program chairs and/or deans. Letters of nomination and supporting documentation will describe a proposed summer program of study designed to enhance a faculty member’s teaching skills and effectiveness in helping students learn. Application materials should include: (1) a letter of nomination or support from the chair/dean (if you are a program chair, the letter should be written by your dean); (2) a specific, comprehensive proposal from the applicant that addresses (a) the nature of the proposal; (b) how it will make you an expert; (c) how it will materially improve your teaching; and (d) how it will effect student outcomes. In essence, a faculty member will be spending a summer becoming an expert in some aspect of the teaching and learning process. Letters of nomination from deans will be sent to the Professional Development Grants and Awards Committee and then to the provost.

Recipients of a Henkels Teaching Fellowship (Henkels Fellow) will address the faculty during the following academic year to describe the activities and experiences under the auspices of the grant and may also have an opportunity to meet with members of the Henkels family.

Recipients of Henkels Fellowships will be limited to teaching not more than one undergraduate or graduate course in the summer, and may not be the recipient of another major summer grant (e.g., Gore Grant) or have other major professional commitments in the summer.

Number/amount available: one @ $5,000

Deadline for nomination: Letters of nomination and supporting documentation from program chairs or deans due by December 11, 2015 to the Professional Development Grants and Awards Committee.

Notification: by December 18, 2015 by the Provost

Payment: June 30, July 31, 2016
Travel Funds A: Papers, Presentations, Panels, Officers

Travel Funds B: Attendance Only

Travel Funds A: Paper, Presentations, Panels, Officers

To support full and half-time faculty’s participation in professional and educational conferences and meetings to present papers, make presentations, participate in panels or fulfill the duties of an association officer. Funds may be used to cover registration fees, travel, room and meals. Awards are limited to $1,000 reimbursement for registration and all travel-related expenses*. Travel awards in this category are competitive.

Travel Funds B: Attendance Only

To support full and half-time faculty’s participation in professional and educational conferences for the purpose of learning new teaching methods, including the integration of information technology and the assessment of student learning. Funds may be used to cover registration fees, travel, room and meals. Awards are limited to $700 reimbursement for registration and all travel-related expenses*. Travel awards in this category are limited.

Number/amount available: Travel funds now reside in each school, with the number pro-rated to the number of faculty in the school; up to $1,000 each for A and $700 each for B

Deadline(s) for submission: Your school dean will set these deadlines

Application process: Your school dean will describe the application process. Travel request forms can be found below. After you have filled the form out, it will be sent to your school representative.
For faculty in A&S: https://www.westminstercollege.edu/apps/forms/index.cfm?form=671
For faculty in BVGSB: https://www.westminstercollege.edu/apps/forms/index.cfm?form=672
For faculty in SOE: https://www.westminstercollege.edu/apps/forms/index.cfm?form=674
For faculty in SONHS: https://www.westminstercollege.edu/apps/forms/index.cfm?form=673

Payment: *reimbursement, within limits approved, upon completion of travel and presentation of receipts with separate travel expense report: https://www.westminstercollege.edu/pdf/provost/Travel%20Expense%20Report.pdf. Conference registration fees and airfare may be submitted for reimbursement prior to travel with receipts. Faculty will be responsible to reimburse the college for any monies advanced when travel is not completed.
Manford A. and June Shaw Faculty Publication Prize
Funded by the Manford A. and June Shaw Endowment

Manford A. Shaw was president of Westminster from 1968-1976, a member of the board of trustees for 25 years, and chancellor of the college from 1976 until his death in 1993. An endowment was created through contributions from his wife, June, his friends and his estate to make this annual award possible. By honoring particular faculty members’ published or exhibited work in a year, the prize is intended to honor all the faculty’s published and exhibited work in that year.

This prize is for work(s) published or exhibited by full or half-time faculty during the calendar year (i.e., exhibit, copyright or journal issue date between January 1, 2015 and December 31, 2015, while they were working at Westminster. Eligible work includes books, essays, monographs, articles, reviews, creative work that was published or performed, and art work that was accepted for juried exhibit. Republished or re-exhibited work is not eligible if it was previously submitted for consideration. Prizes will be awarded in two categories: (1) books, collections, plays, feature-length films) and (2) articles, essays, reviews, and short-form creative works (e.g. individual art works, stories, and poems).

The Professional Development Grants and Awards Committee screens submissions and chooses a work in each category according to the following criteria, weighted equally: (a) substance, (b) preparation, (c) contribution to the field or discipline, and (d) the scope of the publication or exhibit medium. Under unusual circumstances and following consultation with the provost, the Professional Development Grants and Awards Committee may choose to award both prizes in a single category.

Copies of the work selected are placed, if feasible, in the Distinguished Resident Apartment and the Giovale Library.

Number/amount available:  two @ $1,000 with plaque commemorating the prize*

Deadline for submission:  Friday, March 4, 2016

Materials to be submitted:  one electronic copy of each work (exhibited work to be photographed) being submitted and a one to two page letter of application addressing the criteria

Routing:  submitted electronically on Canvas via the Faculty Group page to the Professional Development Grants and Awards Committee for review, discussion and decision

Notification:  by letter from the Professional Development Grants and Awards Committee and announcement at the April faculty meeting

Payment:  presented during Commencement
Student-Faculty Undergraduate Research I—Travel Grants
Funded by the Gore Excellence in Teaching Endowment

Westminster College is committed to promoting research experiences for undergraduates through faculty-student collaboration.

These travel grants are intended to support a faculty member and one or more undergraduate students who have worked on a research project or scholarly paper together to travel to a professional conference or meeting for the purpose of presenting it or sharing the results of their work. Awards are competitive and are limited to $1,000 (maximum) per person for registration fees and travel-related expenses. Applications should include a two-page summary of the work done together; the dates, times, place and nature of the conference; and a projected budget for the travel.

Number/amount available: no set number available per year ($15,000 total)
Deadline(s) for submission: as determined by your school dean
Application process: as determined by your school dean
Payment: reimbursement, as requested
Student-Faculty Undergraduate Research II—Summer Stipends Funded by the Gore Excellence in Teaching Endowment

Westminster College is committed to promoting research experiences for undergraduates through faculty-student collaboration.

These grants provide summer stipends to faculty who are engaged in a research project or activity for most or all of the summer with one or more undergraduate students. Student-faculty summer research faculty stipends are open to half-time and full-time faculty in all disciplines.

The research project or activity itself is not to be part of an academic credit-bearing experience (e.g., a course, directed or independent study, thesis, practicum, etc.) and must involve the faculty member in a supervisory or partner role related to the research project on a regular basis for most of the summer, must result in a public presentation of results, and must be collaborative.

Faculty and students both need to fill out their appropriate applications online since student and faculty funding is linked, however students have their own, separate application and funding mechanisms. Faculty applications include a brief research proposal and information on the student and faculty activities/responsibilities. More information, including the application, can be found on the UGR web site: http://www.westminstercollege.edu/undergraduate_research/.

Faculty will need to identify one of the following mentoring models in their application for the UGR committee to determine the appropriate stipend (depending on overall budget):

- Independent Researcher Model: The faculty mentor periodically advises the student on a project that is by and large the student's idea and effort. Stipends range from $500-$1000.
- Student Faculty Team Model, part time: The faculty mentor is a collaborator who is engaged in the project along with a student or students providing consistent, but periodic, supervision and feedback on the work and/or ideas. Stipends range from $1000-$2000.
- Student Faculty Team Model, full time: The faculty mentor is a collaborator who is engaged in the project along with students providing consistent, daily supervision and feedback on the work and/or ideas. Stipends range from $2000-$3000.

Number/amount available: number depends on applications ($48,000 budgeted for 2016)

Deadline: by March 18, 2016 for summer 2016

Submission: online application, reviewed by the UGR Committee (http://www.westminstercollege.edu/undergraduate_research/)

Notification: April 6, 2016 for summer 2016

Payment: June 30, 2016
**Professional Stipend Reimbursement**
**Funded by the Gore Excellence in Teaching Endowment**

Near the end of the academic year, each full-time and half-time faculty member may apply for reimbursement of up to $250 for costs incurred in the 2015-2016 academic year for:

1) membership dues paid to professional organizations;

2) professional journal subscriptions (not subscribed to by the Westminster library or elsewhere by the college);

3) computer software (approved by Information Services for use on campus) related to teaching or research;

4) other expenses associated with research or professional development (e.g. copyright fees, interlibrary loan, surveys).

5) expenses for approved professional travel which were not completely reimbursed with Travel Funds;

or

6) subscription expenses for at-home access to the Internet from an Internet Service Provider if such a connection is necessary for a faculty member’s teaching and professional work. Note: This is for subscription expenses only, not for the connection itself; therefore we do not reimburse faculty for the costs of a DSL line or other such connections.

Number/amount available: one per faculty member, $250 limit

Deadline(s) for submission: Friday, May 6, 2016

Copies to be submitted: one 2015-2016 Professional Stipend Reimbursement Form (with receipts:
https://www.westminstercollege.edu/pdf/provost/Professional%20Stipend%20Reimbursement%20Form.pdf)

Routing: to school dean for recommendation, then to Provost for approval

Notification: May 23, 2016

Payment: May 31, 2016
Faculty Training and Development Workshops
Funded by the Gore Excellence in Teaching Endowment

For academic programs, schools, or other learning units to sponsor, propose or conduct faculty (or faculty and staff) training workshops, academic program assessments, or professional development activities. Funds may be used to pay for an off-campus site, workshop leaders or consultants, evaluation, travel, attendance, and/or materials. Stipends to faculty participants are not covered.

Proposals should include, as applicable, the proposed place, time, purpose, and an outline of workshop or program activities; the qualifications of the presenter(s), developer(s), or evaluator(s); the expected attendees and results; a budget; and a plan for evaluating the experience.

Preference in funding proposed workshops and activities will be for those that focus on (1) academic program development and assessment, (2) developing active, experiential, and/or interdisciplinary learning-focused approaches for a particular program, center, or curriculum, (3) broadening and deepening the focus on diversity and/or global learning throughout a program, or (4) integrating learning-centered information technology into a particular curriculum.

**Amount/Number available:** Up to $3,000 per event; $10,000 total available per year; approximately 3 available each year

**Deadline(s) for submission:** at least eight weeks before the beginning of the proposed workshop

**Copies to be submitted:** seven

**Routing:** to Provost, then to Council of Deans, and other designee as appropriate

**Notification:** two weeks after submission, from the Provost

**Payment:** as required
Gore Individual Summer Grants
Funded by the Gore Excellence in Teaching Endowment

These grants are available to full-time faculty on multiple-year contracts. They are intended to support faculty's professional and scholarly work and to underscore the connection between scholarly/creative activity and effective teaching. They may be used to support writing, research, creative activity, continuing education or cross-training during the summer.

Each recipient’s summer teaching load, if he or she is teaching, will be limited to one course. Recipients of a Gore Individual Summer Grant are ineligible for most other college funded summer grants or workshops. Faculty applicants who have received sabbaticals, merit leaves, or course releases for the previous or following academic year will be given lower priority (sabbatical and merit leave recipients for 2016-2017 will be notified by approximately October 30, 2015). A faculty member who receives a Gore Individual Summer Grant for two consecutive years must wait a year before being eligible to apply again.

A narrative (4-6 pages) describing (a) the purpose of the project, (b) what will actually be done, (c) why it ought to be funded, (d) how it will be accomplished, (e) other sources of previous or current support, and (f) the relationship of the project to teaching is submitted electronically on Canvas via the Faculty Group page. Please contact a member of the Professional Development Grants and Awards Committee in advance of this deadline if you are unsure how to submit your application. The Professional Development Grants and Awards Committee reviews the applications, may conduct interviews with some or all of the applicants, and makes decisions on grant recipients.

The Professional Development Grants and Awards Committee will use the following criteria to evaluate those projects it deems feasible, (1) the contribution of the project or proposal to a faculty member’s development as a teacher and scholar, (2) the contribution to a faculty member’s discipline, program or field, and (3) the contribution to the betterment of the college or community. While the first criterion is the most important, the last two criteria will be given equal weight.

Each recipient of a grant will submit a report on project activities and results electronically to the Professional Development Grants and Awards Committee (on the Canvas page) and the Provost by September 14, 2017. The report will include a description of the activities, accomplishments, and outcomes under the auspices of the grant and will be available in the provost’s office for review by faculty. The Professional Development Grants and Awards Committee will review the reports to determine how well the previous year’s funded projects were completed. Recipients may also be asked to report on their activities to the Gore Endowment Trust Officers or at other meetings.

Number/amount available: nine, up to $4,000 each (award amount may depend on the scope or cost of the project)
Deadline for submission: January 15, 2016

Copies to be submitted: one electronic copy on Canvas via the Faculty Group page for review by the Professional Development Grants and Awards Committee; one electronic copy to school dean for his/her information

Notification: by February 12, 2016

Payment: honorarium by June 30, 2016
Excellence in Teaching Award
Funded by the Gore Excellence in Teaching Endowment

The Excellence in Teaching Award is made to a full-time faculty member on a multiple-year, full-time contract who has been selected by his or her peers for demonstrated excellence in teaching. The criteria are (1) successful teaching over time with a minimum of seven years of teaching at Westminster; (2) individual commitment to improve teaching; (3) effectiveness in relating to and encouraging students in their learning; and (4) excellence in the classroom, laboratory or clinical setting.

The award committee consists of the five most recent award recipients (or other faculty appointed by the provost if immediate past recipients are not available). The committee is chaired by the senior recipient (from five years ago). The award may not be made to the same faculty member more than once in any three-year period.

Number/amount available: one $5,000 award, plus a plaque commemorating the award

Deadline for nomination: nominations in the form of a one- to two-page letter addressing the award criteria above are encouraged from individual faculty nominating other faculty, from deans, and from former recipients of this award who are not on the selection committee and who may meet together as an ad hoc nominating committee. Letters of nomination are sent to the chair of the Committee by November 20, 2015.

Selection Procedure: The Excellence in Teaching Award Committee reviews all letters of nomination and chooses up to three finalists based on the criteria outlined above.

Each of the finalists is then asked to submit a current curriculum vitae, including history of past teaching, a statement of teaching philosophy and up to 20 pages of other supporting material to the Excellence in Teaching Award Committee.

Committee members visit classes and conduct interviews with each of the finalists before the end of the second semester. The committee then selects the recipient, notifies the finalists of the decision and announces the name of the recipient, at the April faculty meeting.

Notification: by letter from the Excellence in Teaching Award Committee and announcement at the April faculty meeting

Payment: presented during Commencement
Gore Course Release Development Grants
Funded by the Gore Excellence in Teaching Endowment

These grants are available to full-time faculty on multiple-year contracts. They are intended to support faculty’s professional and scholarly work and to underscore the connection between scholarly/creative activity and effective teaching. They may be used to support writing, research, creative activity, continuing education or cross-training during either Fall or Spring semester of the academic year.

Course Release Development Grants may count toward a maximum of four hours of load. Each recipient’s teaching load during the semester in which the course release grant is awarded will be limited to ten semester hours. Faculty who have been awarded a sabbatical or merit leave may not receive a course release grant for the semester prior to their going on leave and for three regular (Fall, Spring) semesters following their leave. Faculty who have received a course release grant must wait a year before being eligible to apply again.

A narrative (4-6 pages) describing (a) the purpose of the project, (b) what will actually be done, (c) why it ought to be funded, (d) how it will be accomplished, (e) other sources of previous or current support, and (f) the relationship of the project to teaching is submitted electronically on Canvas via the Faculty Group page. Please contact a member of the Professional Development Grants and Awards Committee in advance of this deadline if you are unsure how to submit your application.

The Professional Development Grants and Awards Committee will use the following criteria, in decreasing order of weight, to evaluate those projects it deems feasible: (1) the contribution of the project or proposal to a faculty member’s development as a teacher and scholar, (2) the contribution to a faculty member’s discipline, program or field, and (3) the contribution to the betterment of the college or community. While the first criterion is the most important, the last two criteria will be given equal weight.

Each recipient of a grant will submit a report on project activities and results electronically to the Professional Development Grants and Awards Committee (on the Canvas page) and the Provost by January 30 for Fall awards, and May 30 for Spring awards. The report will include a description of the activities, accomplishments, and outcomes under the auspices of the grand and will be available in the provost’s office for review by faculty. The Professional Development Grants and Awards Committee will review the reports to determine how well the previous year’s funded projects were completed. Recipients may also be asked to report on their activities to the Gore Endowment Trust Officers or at other meetings.

Number/Amount Available: up to three in Fall semester
up to three in Spring semester

for Fall 2016: December 4, 2015
Copies to be Submitted: one electronic copy to Canvas via the Faculty Group page for review by the Professional Development Grants and Awards Committee; one electronic copy to school dean for his/her information.

For Fall 2016: by January 8, 2016
Thomas F. Hawk Course Release Grant for Innovative Teaching and Learning

Funded by the Dr. Thomas F. Hawk Teaching and Learning Endowment

This course release grant is available to full-time faculty on a three or five year contract. It is intended to support the faculty’s professional development and to support the college’s paradigm shift “from teaching to learning” by providing faculty release time to work on new and innovative pedagogies that transform Westminster’s teaching and learning environment. This could involve transforming a specific course, creating meaningful curricular/co-curricular intersections with various centers and institutes of the college, focusing on more effective integration of one or more of the college-wide learning goals into the curriculum, or utilizing new technologies to enhance access and/or effectiveness of courses/programs.

The Thomas F. Hawk Course Release Grant may count toward a maximum of four hours of load. Each recipient’s teaching load during the semester in which the grant is awarded will be limited to ten semester hours. Faculty who have been awarded a sabbatical or merit leave may not receive a Thomas F. Hawk Course Release Grant for the semester prior to their going on leave and for three regular (Fall, Spring) semesters following their leave. Faculty who have received any category of course release grants must wait a minimum of a year before being eligible to apply again.

A narrative (4-6 pages) describing (a) the purpose of the project, (b) what will be accomplished, (c) why the grant should be awarded, (d) how the project will be accomplished and how it will transform student learning, and (e) other sources of previous or current support. The Professional Development Grants and Awards Committee will review the applications, may conduct interviews with some or all of the applicants, and will send a ranked list of the applicants to the Provost. The Provost will forward the proposals and the Professional Development Grants and Awards Committee’s ranked list to Dr. Hawk and in consultation with Dr. Hawk the Provost will select the recipient for the course release grant.

Each recipient of a grant will submit a report on the project activities and results to the Professional Development Grants and Awards Committee, the Provost and Dr. Hawk by January 30 for fall awards and June 10 for spring awards. The report will include accomplishments and outcomes and will be available in the Provost’s office. The Professional Development Grants and Awards Committee will also review the report to determine how well the previous year’s funded project was completed. Recipients may also be asked to report on their activities to the Provost and Dr. Thomas Hawk during regular visits to the Westminster campus by the donor.

Deadlines for Submission: For Fall 2016, September 4, 2015; For Spring 2016, December 4, 2015