

**EAST CAROLINA UNIVERSITY
FACULTY SENATE**

The third regular meeting of the Faculty Senate for academic year 1991/92 will be held on Tuesday, November 12, 1991, at 2:10 p.m. in the Mendenhall Student Center, Great Room.

AGENDA

- I. Call to Order
- II. Approval of Minutes of October 8, 1991
- III. Special Order of the Day
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Vice Chancellors' Reports
 - E. Approval of Fall 1991 Graduation Roster
 - F. Rosie Thompson, Assistant Coach
Women's Basketball
 - G. James LeRoy Smith, Director of Self Study for
Southern Association of Colleges and Schools
- IV. Unfinished Business

The Faculty Affairs Committee continues to review the recommended Appendix X: Grievance Procedures for Complaints of Sexual or Racial Harassment or Discrimination Brought Against ECU Faculty Members or Administrators Holding Faculty Status, originally planned for discussion and action at the September 10, 1991, meeting.
- V. Report of Committees
 - A. Ad Hoc Committee to Review Administrative Evaluations, Bill Spickerman (Attachment 1)
 - B. Curriculum Committee, Bill Grossnickle
 1. Curriculum matters contained in the September 26, 1991, meeting:
 - a. Revise BFA Art (Illustrations Major)
 - b. Revise BS SLAP
 - c. New Interpreter for the Deaf Minor
 2. Curriculum matters contained in the October 24, 1991, meeting:
 - a. Revise minor in Gerontology
 - b. Revise BS in Biology
 - c. Revise BA in Art History
 - d. Revise BA Psychology and Academic Concentration in Psychology
 - e. Revise BS Science Education (2nd. Science Comprehensive Cert.), Science Minor; Delete SCIE Cert. in Single Area
 - C. Educational Policies and Planning Committee, Ken Wilson
Discussion of the Integration of the Reporting, Budget, and Planning Processes. Senators will receive, prior to the meeting, detailed information in reference to this discussion.
 - D. Research/Creative Activity Committee, Tom Chenier (Attachment 2)
Revised Grant Procedures, Application Form, and Evaluation Form

E. Teaching Effectiveness Committee, Margie Gallagher (Attachment 3)
Item #24 of the Student Opinion Survey

F. Teaching Grants Committee, Bob McCabe (Attachment 4)
Revised Grant Procedures, Application Form, and Evaluation Form

Attachment 1.

AD HOC COMMITTEE TO REVIEW ADMINISTRATIVE EVALUATIONS REPORT

1. That the Faculty Senate adopt the following Statement of Principles and Procedures developed by the Committee:

The evaluation of administrators will be based in part on a survey of faculty opinion carried out according to the following principles and procedures.

Principles

- A. East Carolina is committed to the regular evaluation of administrators' performance and to the continuing development of administrative ability.
- B. Administrators are to be evaluated by their immediate superiors based on the range of administrative responsibilities of the position. In addition and as appropriate, teaching, research, and service activities will be reviewed.
- C. Just as faculty have opportunities to enhance their teaching and research skills through development experiences provided by the University, so too should administrators have opportunities to enhance their administrative skills.
- D. Faculty opinions of administrators' performance are an important source, although not the only source, of information to be used in evaluating effectiveness.
- E. Faculty should have the opportunity to participate in an annual opinion survey of administrators' performance. The results of this survey are confidential and should be reported only to the administrator and his/her campus superiors.

Procedures

- A. Each faculty member shall have the opportunity each year to provide a rating of overall satisfaction with the performance of the chair, dean, the appropriate Vice Chancellor, and the Chancellor.
- B. Each faculty member shall be asked to provide a rating of his/her department chair and dean on the following items:
 - assignment of workload
 - support for teaching/advising
 - support for research, scholarships, and creative activity
 - support for grant and contract activity
 - support for service
 - support for clinical practice
 - representation of the unit
 - leadership
 - communication (clarity, openness, accessibility)
 - fostering an atmosphere of respect on matters of gender, ethnicity, race, nationality, and sexual orientation
- C. Only those administrators who are in their second or more years of service shall be rated by faculty.
- D. Additional administrators may be rated periodically by appropriate subsets of faculty at the initiative of their next higher administrator.

AD HOC COMMITTEE TO REVIEW ADMINISTRATIVE EVALUATIONS REPORT (continued)

- E. An opportunity for narrative responses shall be provided.
 - F. Faculty surveys shall be anonymous.
 - G. The aforementioned principles shall accompany each survey form.
 - H. Results of the survey shall be reported by frequency of contact of respondents with the administrators they rate.
2. That a joint Administration-Faculty Committee with expertise in the development and evaluation of surveys be appointed with the charge of recommending to the Faculty Senate and University administration an instrument to be used for the faculty survey of administrative effectiveness.
3. That, pending the report of the Committee recommended in Recommendation 2, the present instrument for the survey of faculty opinions of administrative effectiveness be completed by faculty members in April of each year. The selection of faculty to be surveyed, the administrators on which surveys are completed, the dissemination of results of the surveys, and the use of the result of the surveys should conform to the Statement of Principles and Procedures in Recommendation 1.

Attachment 3.

TEACHING EFFECTIVENESS COMMITTEE REPORT

The Teaching Effectiveness Committee recommends the following to the Faculty Senate in reference to Item #24 on the Student Opinion Survey...

I am more competent in this subject as a result of this course.
(Strongly disagree...1...2...3...4...5....Strongly agree)

That Item #24 on the Student Opinion Survey be available to the 1992 accrediting body and the assessment report to General Administration as long as the anonymity of the individual faculty member is assured. (For example, courses taught by only one instructor would be eliminated.)

RESEARCH/CREATIVE ACTIVITY COMMITTEE
GUIDELINES GOVERNING APPLICATIONS FOR SUMMER SALARY STIPEND*

A. Eligibility

Applicants must be full-time tenured or tenure-track ECU faculty. However, faculty who are members of the School of Medicine, who hold 12-month contracts, or who are currently candidates for an advanced degree in their field at any institution are ineligible for these funds. There can be no co-principal investigators/project directors. The Committee will not consider more than one proposal involving any individual.

B. Preparation

Each proposal should contain the following items:

- 1) Cover page from proposal application (1 page)
- 2) 100-200 word abstract (1 page)
- 3) Description of proposed activity or project (limit: 4 pages)
- 4) Budget (limit: budget form from application and one page justification)
- 5) Vita (limit: 2 pages)

- 1) Cover page: Signatures of the applicant and the unit head are required. Additional endorsements or comments are not appropriate.
- 2) 100-200 word abstract: Summarize the proposed activity or project. The page should include title, researcher's name, and abstract.
- 3) Description of proposed activity or project: Attach a description of your proposed activity or project. Include the following labelled sections:
 - a. Problem statement: Develop a clear and sound basis for the proposed activity or project.
 - b. Specific aims: Present clear and obtainable objectives and clearly describe potential results and benefits.
 - c. Methodology: Clearly describe how activity or project will be carried out, include time budget.

Use no more than four (8 1/2 x 11 inch white paper) pages, typed in no smaller than 12 character per inch; with double spacing. Conciseness is encouraged. Do not submit brochures, data collection instruments or examples of research reports. The committee members are not obligated to read more than four pages per proposal. Clearly and succinctly state (a) what you want to do, (b) why you want to do it, and (c) how you will meet your goals.

IT WILL BE TO THE ADVANTAGE OF APPLICANTS TO WRITE ABSTRACTS AND PROPOSALS IN LANGUAGE THAT CAN BE UNDERSTOOD BY THE DIVERSE GROUP OF FACULTY MEMBERS, SINCE ALL MEMBERS ON THE RESEARCH/CREATIVE ACTIVITY COMMITTEE EVALUATE ALL PROPOSALS.

Applicants requesting funds to conduct research on human subjects or animals must file the appropriate forms for the use of human subjects or animals with the University Policy and Review Committee on Human Research (Chair: Robert Hanrahan, Pathology) or the Animal Care and Use Committee (Chair: Lynis Dohm, Biochemistry), and must so indicate on the cover page. Failure to signify that the appropriate forms have been filed with the University Policy and Review Committee on Human Research or the Animal Care and Use Committee as appropriate will result in rejection of the proposal.

***RECIPIENTS OF SUMMER SALARY STIPENDS MAY NOT BE EMPLOYED BY THE UNIVERSITY IN ANY OTHER CAPACITY DURING THE FIRST SUMMER SESSION. SUMMER SALARY STIPENDS ARE SUBJECT TO WITHHOLDING FOR INCOME TAXES, SOCIAL SECURITY, AND RETIREMENT.**

- 4) Vita: Submit a one or two page vita with your proposal. Include degrees earned, institutions and dates. List all research/creative activity

proposals submitted and indicate whether funded. Indicate whether a final report has been submitted for each grant received, and include a list of representative research/creative activities and publications. Do not submit brochures, data collection instruments, examples of research reports or endorsements from Department Chairpersons, Deans or colleagues. The Committee is not responsible for reading more than two pages of a vita.

C. Submission

Submit the original and fifteen copies (total of 16) of your application to the Research/Creative Activity Committee, c/o Faculty Senate Office, Room 140, Rawl Annex by the deadline, **FRIDAY, JANUARY 17, 1992, 4:30 p.m.** No proposals will be accepted after this date and time. The original application must be signed by the applicant with the signed acknowledgement of your Dean or Department Chairperson.

A project report for the previous grants received from the committee must be submitted before a new grant application will be considered. Forms are available in the Senate Office. No proposal will be considered if a project report has not been submitted for a previous committee award. For awards for the current academic year, a brief statement of progress should be attached to the vita.

D. Evaluation

Proposals must be written clearly in language that can be understood by the diverse group of faculty members on the Committee.

1. Criteria for Proposal Review

- a. The application shows that the research or creative activity:
(a) is in the general area of the applicant's field, (b) is of scholarly importance, (c) promises permanent worth, (d) will not be directed primarily toward graduate thesis research, and (e) may be completed during the grant period. (Feasibility and Development projects will not normally be funded.)

That is:

- The research/creative activity has the probability of leading to significant contributions in the field, or leading to publication, presentation, performance, exhibition, and to the individual's enrichment and growth.
And
- The research/creative activity is based on knowledge in the field and shows how the proposed research or creative effort extends, expands, and/or explores new directions, techniques or processes.
And
- The research/creative activity possesses evidence of scholarly importance, consists of more than mere data collection or confirmation of easily anticipated results, and is not mere republication of previous work done in the applicant's field.
And
- The research/creative activity is methodologically sound and within the competency of the applicant.

2. Summer Salary Stipends are regarded as monies to pay an individual for work during a six-to-eight week period ending June 30, 1992. Since the money is for a person's time, a monetary budget need not be completed. However, the individual is requested to outline a time budget for a six-to-eight week period. For proposals that were judged to be meritorious based on the criteria listed in A and B above the following time budget elements will be considered:

- a. the proposed activity can be completed in the time allotted.
- b. the time budget is realistic and appropriate for the activity.

3. No proposal will be considered if a progress and/or completion report has not been submitted for a previous committee award.

DRAFT

RESEARCH/CREATIVE ACTIVITY COMMITTEE 1992 Summer Salary Stipend Application

1. Title of Proposed Activity

2. Is this a Research ____ or Creative Activity ____ Proposal (check one)?

3. Name of Applicant _____

4. Department/School _____

5. Academic Rank _____

6. Did you receive an award from this Committee in the academic year 1988/89 or 1989/90? Yes _____ No _____

If yes, please attach an additional page providing an explanation of how the funds have been used to contribute to your professional development. Reference any presentations, publications, performances, or exhibitions completed or submitted, outside funding requesting or received, or any product that directly resulted the award.

7. Where applicable, have you filed the proper forms relating to research:

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
a) On Human Subjects	_____	_____	_____
b) On Animal Subjects	_____	_____	_____

I understand and accept the terms and conditions set forth in the Research/Creative Activity Committee grant regulations. Specifically, I will not be employed by the University of North Carolina in any other capacity during the granting period ending June 30, 1992, and will have on hand all necessary supplies and materials to conduct the research. I certify that no individual connected with this proposal is the author of no additional proposal.

Signature _____
Applicant

Date

The applicant is a full-time tenure-track or tenured faculty member and the proposed project can, I believe, be completed within the time allowed.

Signature _____
Department Chairperson/Dean/Director

Date

Summer 1992

Grant Number 92-RS-_____

RESEARCH/CREATIVE ACTIVITY COMMITTEE EVALUATION FORM FOR SUMMER STIPENDS

Proposal _____

Applicant _____

- I. A. Problem Statement Rate 0 - 4 _____
 - Comments:

- B. Specific Aim Rate 0 - 4 _____
 - Comments:

- C. Methodology Rate 0 - 4 _____
 - Comments:

- II. Likelihood of Successful Completion/
 Professional Development Rate 0 - 4 _____
 - Comments:

Overall, does this proposal merit consideration for funding? (If the applicant has received an award from this Committee in the past two years, has use of funds for professional development been justified?) Yes _____ No _____

A proposal must get "Yes" responses from at least 1/3 of the raters to be considered. If your answer is "No", it would help the applicant if you provide a couple of reasons for your rating on the back of this form.

Additional Comments on Back

RESEARCH/CREATIVE ACTIVITY COMMITTEE**GUIDELINES FOR PREPARATION, SUBMISSION, AND EVALUATION OF PROPOSALS**

DRAFT

A. Eligibility

Applicants must be full-time tenured or tenure-track ECU faculty, excluding faculty members of the School of Medicine, and not currently candidates for an advanced degree in their field at any institution. There can be no co-principal investigators/project directors. The Committee will not consider more than one proposal involving any individual.

B. Preparation

Each proposal should contain the following items:

- 1) Cover page from proposal application (1 page)
 - 2) 100-200 word abstract (1 page)
 - 3) Description of proposed activity or project (limit: 4 pages)
 - 4) Budget (limit: budget form from application and one page justification)
 - 5) Vita (limit: 2 pages)
- 1) Cover page: Signatures of the applicant and the unit head are required. Additional endorsements or comments are not appropriate.
 - 2) 100-200 word abstract: Summarize the proposed activity or project. The page should include title, researcher's name, and abstract.
 - 3) Description of proposed activity or project: Attach a description of your proposed activity or project. Include the following labelled sections:
 - a. Problem statement: Develop a clear and sound basis for the proposed activity or project.
 - b. Specific aims: Present clear and obtainable objectives and clearly describe potential results and benefits.
 - c. Methodology: Clearly describe how activity or project will be carried out, include time budget.

Use no more than four (8 1/2 x 11 inch white paper) pages, typed in no smaller than 12 character per inch; with double spacing. Conciseness is encouraged. Do not submit brochures, data collection instruments or examples of research reports. The committee members are not obligated to read more than four pages per proposal. Clearly and succinctly state (a) what you want to do, (b) why you want to do it, and (c) how you will meet your goals.

IT WILL BE TO THE ADVANTAGE OF APPLICANTS TO WRITE ABSTRACTS AND PROPOSALS IN LANGUAGE THAT CAN BE UNDERSTOOD BY THE DIVERSE GROUP OF FACULTY MEMBERS, SINCE ALL MEMBERS ON THE RESEARCH/CREATIVE ACTIVITY COMMITTEE EVALUATE ALL PROPOSALS.

Applicants requesting funds to conduct research on human subjects or animals must file the appropriate forms for the use of human subjects or animals with the University Policy and Review Committee on Human Research (Chair: Robert Hanrahan, Pathology) or the Animal Care and Use Committee (Chair: Lynis Dohm, Biochemistry), and must so indicate on the cover page.

Failure to signify that the appropriate forms have been filed with the University Policy and Review Committee on Human Research or the Animal Care and Use Committee as appropriate will result in rejection of the proposal.

- 4) Budget: There is a \$3,000 maximum funding per proposal. Applicants must use the ECU Business Manual (copies are available in all departments) in preparing the budget to determine which budget line is appropriate for requested funds and what current rates are allowable.

Grant monies can be used for (a) clerical or research support not available from the applicant's school or department, (b) necessary travel pertinent to the project, (c) supplies, (d) printing of instruments for data collection and other essential reproduction charges, (e) communication costs, (f) equipment, (g) computer services not available on campus, and (h) other documented purposes necessary to the successful completion of the proposed activity and within the general policies of the University.

- a. Clerical or research support: ECU minimum wage shall be paid regardless of special skills that may be needed for the project.
- b. Travel: Sites to which travel is proposed must clearly be essential to completion of the project. Examples of such evidence are full explanation of data collection/observations that are site specific and attempts to obtain international travel funds from other (Non-ECU) sources.

Applicants requesting payment for use of a personal car must explain why ECU cars cannot be used. Reasons for multiple, short-distance trips must be given. Travel and subsistence should be budgeted at state-approved rates.

The Committee does not fund travel for the purpose of presenting Research/Creative Activities results.

- d. Printing: The Committee does not fund activities involved in organizing, presenting, and/or publishing or disseminating the results of the research/creative activities.
- f. Equipment: Requests for computer software, major equipment purchase, repair, or maintenance will not be considered under any of the following conditions:
- 1) The needed equipment or software exists elsewhere on campus and is accessible to the applicant.
 - 2) The equipment or software is to be for general department use.
 - 3) The equipment or software appears to represent one-time use by one investigator.

BUDGETS SHOULD BE CAREFULLY AND REASONABLY CONSTRUCTED. BUDGET EXCESSES AND/OR BUDGETS LACKING ESSENTIAL DETAILS AND JUSTIFICATION WILL BE CONSIDERED NEGATIVE FACTORS BY THE COMMITTEE IN EVALUATING YOUR PROPOSAL. THE NEED FOR EACH LINE ITEM REQUEST SHOULD BE CLEARLY ESTABLISHED.

Where appropriate disclose any direct contribution from your department or from any University office or individual that has been or will be made toward subsidizing your project. Specify kind and amount of contribution or support on budget page.

- The budget page should have no more than one page of attached justification.
- 5) Vita: Submit a one or two page vita with your proposal. Include degrees earned, institutions and dates. List all research/creative activity proposals submitted and indicate whether funded. Indicate whether a final report has been submitted for each grant received, and include a list of representative research/creative activities and publications. Do not submit brochures, data collection instruments, examples of research reports or endorsements from Department Chairpersons, Deans or colleagues.

The Committee is not responsible for reading more than two pages of a vita.

C. Submission

Submit the original and fifteen copies (total of 16) of your application to the Research/Creative Activity Committee, c/o Faculty Senate Office, Room 140, Rawl Annex by the deadline, FRIDAY, JANUARY 17, 1992, 4:30 p.m. No proposals will be accepted after this date and time. The original application must be signed by the applicant with the signed acknowledgement of your Dean or Department Chairperson.

A project report for the previous grants received from the committee must be submitted before a new grant application will be considered. Forms are available in the Senate Office. No proposal will be considered if a project report has not been submitted for a previous committee award. For awards for the current academic year, a brief statement of progress should be attached to the vita.

D. Evaluation

Proposals must be written clearly in language that can be understood by the diverse group of faculty members on the Committee.

1. Criteria for Proposal Review

- a. The application shows that the research or creative activity:
 - (a) is in the general area of the applicant's field, (b) is of scholarly importance, (c) promises permanent worth, (d) will not be directed primarily toward graduate thesis research, and (e) may be completed during the grant period. (Feasibility and Development projects will not normally be funded.)

That is:

- The research/creative activity has the probability of leading to significant contributions in the field, or leading to publication, presentation, performance, exhibition, and to the individual's enrichment and growth.

And
- The research/creative activity is based on knowledge in the field and shows how the proposed research or creative effort extends, expands, and/or explores new directions, techniques or processes.

And
- The research/creative activity possesses evidence of scholarly importance, consists of more than mere data collection or confirmation of easily anticipated results, and is not mere republication of previous work done in the applicant's field.

And
- The research/creative activity is methodologically sound and within the competency of the applicant.

- b. Budget evaluation: For proposals judged to be meritorious based on these criteria, the budget will be evaluated for scoring purposes by 1) whether or not the budget item expenditures are well justified, and 2) whether the budget appears to be correctly and reasonably constructed.

2. Funding Levels

Budgetary changes will only be made under the following circumstances.

- a. Item incorrectly calculated (this often happens with student wages and per mile travel calculations).
- b. Reason for expenditure not justified in the proposal.
- c. Expense is judged to be unreasonable or excessive in view of University resources or in view of "usual costs".

Recommended budget reductions or increases do not reflect the merit of proposal.

E. Stipulations of Granting

The funding period is July 1, 1992 to June 30, 1993. Funds must be expended and accounts closed in the grant period (July 1, 1992 to June 30, 1993) and reimbursements must be filed within 30 days of the expenditure. In the past faculty members have been unable to recover expenses because they did not realize this rule is inviolable.

The Vice Chancellor for Academic Affairs will not reimburse any expenditure above the granted amount. The applicant must not make any expenditures before he/she is contacted by the Vice Chancellor's office and the granting period has begun (July 1, 1992).

Proceeds from the sale of works of art, royalties, or other income generated directly from research financed in whole or in part by the Research/Creative Activity Committee must be handled in accordance with University policy.

In the past, monies appropriated to the Research/Creative Activity Committee have been lost for use at East Carolina University because grantees have failed to spend all monies allocated and have not notified the Vice Chancellor for Academic Affairs so that these funds could be reallocated. To correct this--in April 1993, all grant recipients will receive a statement from the Office of the Vice Chancellor for Academic Affairs showing unencumbered funds in the grant. The statement will include a request that grantees project at that time how much of the remaining monies in each line will be spent. Any money not projected to be spent will be reallocated at that time so that the University can make the best use of these funds.

All materials purchased with grant funds (books, microfilms, equipment, etc.) become the property of ECU upon completion of the project and are to be deposited in the library or other appropriate University agency, research unit or department.

Each grantee must submit a project report at the end of the grant period (June 30, 1993). This form is available in the Faculty Senate Office. Where relevant, the grantee should indicate the disposition of all materials and equipment purchased with grant money. If patents will be applied for or royalties or other profit is anticipated, a statement of intent should be included indicating a schedule or repayment of granted funds. Published reports or other publicity generated by a committee-funded project should include acknowledgement that "this project received support from the Research/Creative Activity Committee funds administered by the ECU Faculty Senate."

RESEARCH/CREATIVE ACTIVITY COMMITTEE
Grant Application for Academic Year 1992/93

DRAFT

AMOUNT REQUESTED _____
Total Cost of Project _____
Amount Recommended by R/CA _____
Amount Funded by VCAA _____

1. Title of Proposed Activity

2. Is this a Research _____ or Creative Activity _____ Proposal (check one)?

3. Name of Applicant _____

4. Department/School _____

5. Academic Rank _____

6. Did you receive an award from this Committee in the academic year 1988/89 or 1989/90? Yes _____ No _____

If yes, please attach an additional page providing an explanation of how the funds have been used to contribute to your professional development. Reference any presentations, publications, performances, or exhibitions completed or submitted, outside funding requesting or received, or any product that directly resulted the award.

7. Where applicable, have you filed the proper forms relating to research:

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
a) On Human Subjects	_____	_____	_____
b) On Animal Subjects	_____	_____	_____

I understand and accept the terms and conditions set forth in the Research/Creative Activity Committee grant regulations. Specifically, I certify that no individual connected with this proposal is the author of no additional proposal.

Signature _____
Applicant Date

The applicant is a full-time tenure-track or tenured faculty member and the proposed project can, I believe, be completed within the time allowed.

Signature _____
Department Chairperson/Dean/Director Date

Budget information on back.

DRAFT

BUDGET

Budget Item	Line No.	SOURCE*		Committee Recommendation
		Committee Request	Other If * Appropriate	
a) Research Assistants (University personnel only) Student wages (how many?) _____	1450	_____	_____	_____
b) Travel (Mode and Destination) _____ _____	3100	_____	_____	_____
c) Educational/Research Supplies _____ _____	2300	_____	_____	_____
d) Printing and Binding _____ _____	3400	_____	_____	_____
e) Communication _____ _____	3200	_____	_____	_____
f) Equipment _____ _____	5300	_____	_____	_____
g) Data Processing _____ _____	3800	_____	_____	_____
h) Other (Specify) _____		_____	_____	_____
	TOTAL	_____	_____	_____

\RC.Com:Academic.App

RESEARCH/CREATIVE ACTIVITY COMMITTEE EVALUATION FORM FOR PROPOSALS

DRAFT

Proposal _____

Applicant _____

I. A. Problem Statement Rate 0 - 4 _____
Comments:

B. Specific Aim Rate 0 - 4 _____
Comments:

C. Methodology Rate 0 - 4 _____
Comments:

II. Budget Rate 0 - 4 _____
Comments:

III. Likelihood of Successful Completion/
Professional Development Rate 0 - 4 _____
Comments:

Overall, does this proposal merit consideration for funding? (If the applicant has received an award from this Committee in the past two years, has use of funds for professional development been justified?) Yes _____ No _____

A proposal must get "Yes" responses from at least 1/3 of the raters to be considered. If your answer is "No", it would help the applicant if you provide a couple of reasons for your rating on the back of this form.

Additional Comments on Back

TEACHING GRANTS COMMITTEE

East Carolina University

Guidelines for Proposals 1992-1993

Project Expense Grants

Summer Stipends

DRAFT

Scope

The Teaching Grants Committee solicits proposals for TIMELY and INNOVATIVE approaches to university teaching, and encourages proposals which focus upon interdisciplinary, international, multi-cultural, gender-related and minority-related issues. The Committee reviews and ranks the proposals, and transmits its recommendations to the Vice Chancellor for Academic Affairs.

The Committee considers proposals for two kinds of awards. Faculty may apply for one or both of the following:

1. Summer Stipends (for first Summer Session 1992) allow recipients to pursue their proposed instructional projects full-time during the summer months as an alternative to summer-school teaching.
2. Project Expense Grants (in the time interval from July 1, 1992 to June 30, 1993) provide funds to cover basic expenses incurred while carrying out the proposed instructional project.

Summer Stipends vary depending on budget allocations. In prior years, summer stipends of \$5,000 to \$6,500 were granted. Project Expense Grants are generally \$500 to \$1,500 and seldom exceeded \$3,000. Since funds may not be available until late September, please plan your project accordingly.

Proposals should seek to develop new or substantially improved instructional materials and/or methods and add to subject knowledge and enhance effective teaching. The proposed endeavor should clearly be within the applicant's field of expertise. Please list courses you teach and subjects of scholarly interests which are relevant to this proposal.

Proposals for summer stipends do not require a budget. Budgets for Project Expense Grants must be prepared according to the outline (Item 11) provided with the application form. Budget line items should be separately explained and fully justified. Travel requests must be directly related to the proposed project and could include library visits, field and/or site trips, seminars and short-term workshops. Requests to attend annual or regularly-held professional meetings or conferences should not be included without being thoroughly explained and justified. The proposed travel items should not simply replace or supplement academic-unit travel funds.

Restrictions

Grant applicants must be full-time faculty members of ECU. A Project Expense Grant cannot be used to pay additional salary to any full-time employee nor can grant funds be used in pursuit of a degree at any institution.

The publication of the results of projects supported by a grant from the Teaching Grants Committee should carry a printed acknowledgement of financial assistance from the Committee.

Academic Affairs awards the teaching grants. After the award is made, Academic Affairs is responsible for the administration of the grants. Grantees should send in writing to Academic Affairs information concerning any changes in grant conditions (e.g., requests for changes in

budgeting, personnel, etc. necessitated by unavoidable and unforeseen changes in circumstances surrounding the grant.) Grantees are to be reminded that recommendation for the award by the Committee was based on the grant proposal. Significant changes from the conditions stated in the grant proposals make the award subject to review.

At the conclusion of the grant period, the grantee must submit a report of the results of the project to the Teaching Grants Committee, c/o Faculty Senate Office, Room 140, Rawl Annex.

Application Process

Each grant proposal must include the application form signed by the applicant and the Chairperson (or Dean, as appropriate) of any unit involved. The original and 15 copies of the proposal (total of sixteen copies) should be submitted to the Teaching Grants Committee, c/o Faculty Senate Office, Room 140, Rawl Annex by the deadline, Friday, January 17, 1992, 4:30 p.m. No proposals will be accepted after this date and time.

Completing the Form

Items 1 through 4: Self-explanatory. Remember that applicants must be full-time faculty members.

Item 5: The first paragraph should be a summary-abstract (100 to 200 words) of your proposed project. Then describe your project on no more than two full 8 1/2 x 11 single-spaced or four pages typed and double-spaced. Type size on all proposals must be 10 to 12 characters per inch. REDUCTIONS OF OVERSIZED ORIGINALS WILL NOT BE ACCEPTED. Include appropriate information to help the Committee understand your project. Since your proposal will be read by people from a wide spectrum of disciplines, it is essential that specialized terms readily meaningful only in the context of your discipline be assiduously avoided. If consultants are to be used, give credentials, as well as your rationale for hiring them. Use the format outlined on the application form. If project involves attending a workshop or seminar, also attach a copy of the flyer or announcement.

Items 6, 8, 9: Self-explanatory.

Item 7: Provide information not strictly related to Item 6 that might help the Committee understand the project. For example, does the project relate to an on-going effort? Is it a departure from the usual? Have you approached your unit head for funding? If applying for more than one award, is the funding of one contingent upon the other? How are they related?

Item 10: Be specific on budget items. List to whom tuition or honoraria are to be paid; who is traveling where, how and when; from whom or what your price estimates are taken, etc. A budget is not required for Summer Stipend proposals.

Proposals in the following categories will not be considered:

- a. Those which do not meet guidelines and format.
- b. Those from individual(s) who have failed to carry out previously funded projects without adequate justification and timely notification to the Vice Chancellor for Academic Affairs.
- c. Those from individuals who have failed to submit a report due from a previously funded project.
- d. Those which develop a program handbook or recruitment materials.
- e. Those which are not directly related to improved instruction at the University

APPROVED _____
DISAPPROVED _____
AMOUNT _____
DATE _____

Project Expense Grant ____
92-T- _____
Summer Stipend ____
92-TS- _____

EAST CAROLINA UNIVERSITY
Application for Teaching Grant

1. Name _____ 2. Amount Requested _____
3. Project Title _____
4. School/Department _____
5. Give a brief description of the project to include:
 - (a) title/applicant name(s)
 - (b) summary-abstract
 - (c) purpose/objective
 - (d) approach
 - (e) need and impact
 - (f) schedule of activities
 - (g) evaluation plan.
6. List courses you teach and your scholarly interests that are relevant to this proposal. If you have released time or compensatory time applicable during the proposed project period provide brief details.
7. Additional information supporting this proposal.
8. I understand and accept the terms and conditions set forth in the Teaching Grants Committee Grant Application Guidelines, including the requirement for a final report.

(Signature of Applicant)

(Date)

9. I have reviewed this grant application and believe that the applicant/s is/are qualified and that this project will be of substantial benefit to this unit. I understand that the unit is responsible for processing grant expenditures.

(Department/School Head)

(Date)

10. Proposed Budget for Project Expense Grants (overleaf).

Proposed Budget for Project Expense Grants

(Summer Stipend proposals do not require a budget.)

<u>Item</u>	<u>Line Number</u>	<u>Requested Funding</u>	<u>*Funds from Other Sources</u>
a) Honoraria1950	.\$ _____	\$ _____
b) Educational/Research Supplies2300	.\$ _____	\$ _____
c) Travel Expenses/Registration Fees3100	.\$ _____	\$ _____
d) Communication3200	.\$ _____	\$ _____
e) Printing3400	.\$ _____	\$ _____
f) Other Current Services (engraving, ads, food, services, etc.)	.3900	.\$ _____	\$ _____
g) Equipment5300	.\$ _____	\$ _____

ATTACH BRIEF JUSTIFICATION FOR EACH LINE ITEM

*Identify Other Sources:

TOTAL. \$ _____ \$ _____

EVALUATOR # _____

Rev. 10/91

Recommended _____

Amount Requested _____

Not Recommended _____

Date _____

Amount Recommended _____

EAST CAROLINA UNIVERSITY
Evaluation of Teaching Grant Proposals

Project Expense Grant 92-T-

Summer Stipend 92-TS-

Applicant(s) _____

Title of Proposal _____

Is this proposal appropriate for Committee consideration, given our charge to recommend funding for projects to improve teaching?

Yes _____ No _____

	Maximum Points	Evaluators Points
1. Proposal Presentation	15	_____
Organization		
Clarity		
2. Need and Impact	50	_____
Potential for substantial faculty and/or student development		
Probability of enhancing teaching effectiveness		
Stated expected outcome		
Related to teaching assignment		
3. Management Design	25	_____
Clear purpose/objectives		
Approach		
Realistic time management plan		
Reasonable, specific budget*		
4. Delineated Evaluation Plan	10	_____
Address the question:		
How will you assess the impact of this project on your teaching?		

TOTAL SCORE
(maximum 100)

*Budget not required for Summer Stipend Proposals

Comments:

Recommendations to Applicant: