

TRINITY UNIVERSITY FACULTY DEVELOPMENT COMMITTEE
APPLICATION FOR SUMMER STIPEND FOR 2011

The President of the University, upon recommendation of the Faculty Development Committee (FDC) and the Vice President for Academic Affairs, will award a number of summer stipends for Summer 2011. Full information on the Summer Stipend policy and the Standard Operating Procedures of the FDC is in Chapter Four of the *Faculty and Contract Staff Handbook*.

SUMMER STIPENDS

The purpose of a summer stipend is to encourage faculty, through the provision of summer salary support, to develop research projects, intensive scholarly activities and activities in creative and performing arts.

Summer stipends are paid at the same dollar amount for all awards. The maximum number of summer stipends and the specific dollar amount of the stipends will be set by the administration.

SPECIAL PROJECT EXPENSE GRANTS

Support for expenses, if any, associated with the summer stipend project should be requested through the Office of Academic Affairs by contacting Diane Smith (AVPAA:B&R). The project should not be dependent on the availability of a special project expense grant.

REQUIREMENTS

Recipients of summer stipends are required to devote at least two months (eight weeks) of full-time commitment to their project. Summer school teaching is not permitted. A report describing the activities during the period of the grant is due to Diane Smith (AVPAA:B&R) on September 19, 2011.

ELIGIBILITY

All full-time faculty members are eligible for summer stipends, contingent upon their acceptance of a continued non-terminal appointment for the following academic year, except in the following cases:

- Recipients of Faculty Fellowships are not eligible for stipends recommended by the FDC while they are receiving the fellowship. Faculty Fellows also cannot receive a summer stipend during the summer following the last year of the Fellowship. (For example, if the Fellowship runs from 2010 to 2012, the faculty member is eligible for a summer stipend in 2014 but not in 2013.)
- Summer stipends are not available to non-tenured faculty who have not completed all requirements for the appropriate highest degree in their fields at the time applications are to be submitted.
- Summer stipends are not available to non-tenured faculty after they have been given notice that they will receive a terminal contract.
- A faculty member may apply for a summer stipend and an academic leave during the same academic year (June 1 through May 31), but no more than one award will be recommended for funding. Before making any award recommendation, the faculty member will be consulted as to his or her preference.
- A faculty member may not receive a summer stipend either the summer before or the summer after the year during which he/she is on academic leave.
- Faculty members who received a summer stipend in the previous year are not eligible to apply.
- Faculty members on 12-month contracts may apply and awards will be made for Summer Stipends, provided that arrangements for release time can be made. Summer stipend compensation will be in lieu of, but not in addition to, regular salary.

CALENDAR FOR SUMMER STIPEND APPLICATIONS

Applicants submit proposals to chairs for their review: **August 19, 2010**

Chairs provide their suggestions and responses to the applicant: **September 7, 2010**

Applicants electronically submit proposals and Chairs submit letters of endorsement to dsmith@trinity.edu:
12:00 Noon, September 13, 2010

Announcement of awards: **Mid-December, 2010**

Special Project Expense Grant funds available: **June 1, 2011**

Report on activities during 2011 summer stipend period due to Office of Academic Affairs: **September 19, 2011**

EVALUATION GUIDELINES

The FDC will evaluate summer stipend proposals according to the following criteria and expects ***ALL MATERIALS TO BE PREPARED IN CLEAR AND CONCISE LANGUAGE THAT CAN BE EASILY UNDERSTOOD BY REVIEWERS FROM OTHER DISCIPLINES. PROPOSALS THAT FAIL TO EXPLICITLY ADDRESS EACH OF THE FOLLOWING CRITERIA WILL NOT BE CONSIDERED BY THE PANEL:***

- The merits of the proposal (originality and advancement of knowledge);
- The potential of the proposed project to enhance the scholarly and/or creative competence of the faculty member (likelihood of significant publication or performance and the enhancement of professional skills);
- The probability of achieving the objectives specified during the funding period;
- The qualifications of the candidate relevant to achieving the goals of the proposal;
- The appropriateness of the methods and techniques for meeting the stated objectives;
- The candidate's five-year history of faculty development awards at Trinity University (successful completion of previous projects);
- The candidate's five-year history of faculty development awards at Trinity University (frequency of previous awards).

FDC APPLICATION AND SUBMISSION REQUIREMENTS

The **DEADLINE** to submit summer stipend applications is **Noon, September 13, 2010**.

To save paper, electronic submission is requested. A complete summer stipend proposal will include:

1. An e-memo submitted from the applicant to Diane Smith (AVPAA:B&R; dsmith@trinity.edu), in which the applicant verifies that he/she agrees to devote at least two months of full-time work to the proposed research during the summer, to return to Trinity University for at least one academic year, and to submit a brief summary report of grant activities by September 19, 2011, to the Office of Academic Affairs (ATTN: Diane Smith).
2. FDC Summer Stipend Proposal Cover Sheet (as an attachment to the above e-memo).
3. The narrative (as an attachment to the above e-memo).

The narrative length is 1,250 words (maximum). It must be double-spaced, use a font no smaller than 10 pt, and maintain one-inch margins all around. Please do not use footnotes. ***Any proposal not meeting these requirements will be returned to the applicant for revision.***

3. Continued.

The narrative must include:

- a. Significance of the work and clear statement of the objectives. (State succinctly the nature and importance of the project, the originality of this approach, and the professional contribution it will make if successful.)
 - b. Current state of research within the area of proposed study as directly related to the above statement of significance and objectives.
 - c. The time line and methodology to be employed. (State plan of what is to be actually accomplished during the stipend period including, if applicable, long-range goals. Describe the methodology.)
 - d. Qualifications of the applicant. (List personal qualifications relevant to skills demanded by this proposal.)
 - e. Anticipated scholarly and/or artistic output. (For example, journals in which the work might be published, names of publishers who have shown interest in the work, and exhibitions or dramatic/musical productions that could result from the proposed work.)
4. Please provide, separate from the narrative and on the cover sheet (see item #3 on the cover sheet), the five-year history of previous summer stipend awards at Trinity University. For each stipend, (1) give the year of the award and (2) list the item(s) on your *curriculum vitae* that represents outcomes directly related to the stipend and/or describe other outcomes related to the stipend.
5. A *curriculum vitae* (as an attachment to the above e-memo).
6. A separate e-memo sent from the Department Chair to Diane Smith (AVPAA:B&R; dsmith@trinity.edu), indicating his/her support for the proposal. This memo must also be received by Noon, September 13, 2010.

NOTES

- Applicants may request to review examples of previously funded proposals for summer stipends, which are available in the Office of Academic Affairs (contact Diane Smith, AVPAA:B&R).
- Stipend applicants are **strongly** encouraged to seek feedback from departmental colleagues, as well as faculty outside of the department. Such feedback may help the applicant to prepare a proposal that is in clear and concise language that can be easily understood by FDC panelists from other disciplines.
- The FDC will recommend awards to the Vice President for Academic Affairs, who will send them forward with his recommendations to the President. Awards will be announced in mid-December 2010.
- The report sent to the Department Chair and the AVPAA: B&R (Diane Smith) by Sept. 19, 2011, should describe what was accomplished during the stipend research. Supporting documentation, such as manuscripts, musical scores, and other appropriate documentation, may be appended to the report and will be returned after the reports have been read.