

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

**SRSU Policy:** Faculty Development and Enrichment

**SRSU Policy ID:** FH 2.16

**Policy Reviewed by:** Executive Vice President and Provost

**Approval Authority:** President of the University

**Approval Date:** October 17, 2018

**Next Review Date:** October 17, 2018

The administration of Sul Ross State University is committed to faculty excellence in instruction, research, and service. To promote educational excellence, the university provides opportunities for faculty development and enrichment.

## A. Purpose

The purpose of this statement is to identify policies and procedures for the use of Faculty Development and Enrichment Funds. Funds appropriated specifically for this purpose or funds allocated by the President will be used to upgrade and enhance the quality of faculty teaching and improve the content and quality of the University's instructional programs.

## B. Programs

The Faculty Development and Enrichment Policy will consist of the following programs:

1. Development and enrichment programs and projects that encourage and contribute to intellectual and instructional development and the quality of faculty teaching.
2. Faculty-study activities designed to encourage faculty members to broaden their education. It is the policy of this University to permit one course to be taken during each long semester, provided that the course does not interfere with the working or teaching assignment of the faculty member. Tuition and fees not waived by the State of Texas statutes will be paid from Faculty Development funds. Any faculty member wishing to have tuition and fees waived must seek approval from his or her department head and dean and from the Executive Vice President and Provost prior to enrolling in a course for which he or she desires reimbursement.

## C. Development and Enrichment Programs

### 1. Eligible Programs and Projects

Possible programs, projects, and activities might include the following: grants to attend institutes, symposiums, seminars, and workshops; instructor improvement in teaching methods; instructor improvement in subject content; course or

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curriculum development and improvement; computer applications and media development for utilization in instruction; and development of and delivery of

on-campus faculty workshops or conferences designed to improve teaching and other specialized topics (computer applications, interdisciplinary subjects). Activities are not limited to the above list, and any creative project of high quality designed to develop, enrich, or enhance faculty performance is encouraged. Requests for support for general travel for which departmental funds are appropriate are discouraged.

The Teaching Council will recommend funding for proposals which are considered of high merit and which fall within the purpose of the development and enrichment policy.

## 2. Eligible Applicants

All full-time faculty members holding the rank of lecturer or instructor or higher and professional librarians are eligible to submit proposals.

## 3. Application Process

Faculty Development and Enrichment Application forms are located in the Appendix.

Faculty members must submit three copies of the application and proposal to their respective academic department heads in accordance with the deadline established by the Faculty Development and Enrichment Committee and publicized by the Executive Vice President and Provost.

Proposals must contain the following: Faculty Development and Enrichment Application Form; a current biographical sketch; a program, project, or activity description which states the purpose, describes the project, program, or activity, identifies the area for improvement (such as instructor improvement in teaching methods, computer or media utilization, faculty workshops, or other areas), and specifies how the project is expected to lead to a significant improvement in the program or activity being funded; and a budget detailing the funding requested. A Faculty Development Leave Rating Form is to be completed by the department head, the dean, the Faculty Development and Enrichment Committee, and the Executive Vice President and Provost and included with the application.

Upon receipt of applications by the department head, further routing will be as follows: to the dean, for comments, and then to the chair of the Faculty Development and Enrichment Committee, for ranking and recommendation for

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funding by the committee. Proposals by department heads are submitted directly to the appropriate dean. Each administrative unit may forward the proposal with or without comment.

## 4. Evaluation and Approval of Proposals

The Teaching Council will be convened by the chairperson to evaluate, rank, designate funding amounts, and recommend programs or projects for funding.

The Teaching Council will make its recommendation in writing to the Executive Vice President and Provost. The Executive Vice President will forward his or her own recommendation and that of the Teaching Council to the President, who will make the final decision. Notification of the decision will be made to the dean, department head, proposal applicant, and the general faculty by memorandum by the Executive Vice President and Provost.

## 5. Availability of Funds

Funds available for Faculty Development and Enrichment are budgeted annually according to Texas statutes and the *Rules and Regulations, Texas State University System*. Non-educational and general funds not expended at the end of any fiscal year will be carried forward to the new fiscal year. Educational and general funds, which may be appropriated for Faculty Development, will be dispensed in accordance with the current Appropriations Act. Funds are granted at the sole discretion of the President upon the recommendations of the Teaching Council and of the Executive Vice President and Provost.

## 6. Administration of Funds and Accounting Procedures

The policies and procedures for the administration of funds allocated for faculty development and enrichment programs and activities will be basically the same as for other University funds, including the submission of the necessary travel vouchers or other forms through the normal channels for reimbursement.

The policies and procedures to be followed are provided in the University *Administrative Policy Manual*.

## 7. Reports

An accountability report describing the results, achievements, or benefits of the program or project and a detailed expense report must be submitted to the department head, dean, and chair of the Teaching Council within one month of completion of the project.

A brief summary of the concepts and ideas generated by completed projects will be communicated to other faculty members through appropriate University news publications.