

## Faculty Development Basics, 2018-19

### 1. FACULTY DEVELOPMENT GRANTS

A. **Amount available:** \$2,000, to each eligible faculty member

B. **Requirements:** Grant application and Faculty Growth Agreement (see point #4, below). No grant applications will be processed without an accompanying growth agreement.

C. **Dates and deadlines:**

1. Growth agreements: due no later than October 1, 2018. For grant requests before October 1: submit growth agreement with grant application.
2. Grant applications for activities between June 1 and December 31, 2018: any time after April 4, 2018.
3. Grant applications for activities between January 1 and May 31, 2019: between August 1, 2018 and April 30, 2019.

D. **Supplemental grants:** Limited number available. Application due dates TBD.

E. **Please send grant applications & Faculty Growth Agreements:**  
Kellie Young (kellie.young@okbu.edu)

F. **Within two weeks after completing the activity, please submit a signed Expense Report (along with original receipts)** to Ben Baxter (OBU Box 61240)

### 2. SABBATICAL LEAVE

Provides a half year at full pay or full year at half pay (apply to department/division chair (or to the academic dean in colleges not having departments) between September 1 and October 1, for sabbaticals to be taken during the following academic year. Available to faculty in the sixth year of continual, full-time teaching service at OBU, who have achieved senior faculty status and at least the rank of associate professor. For a full explanation of the program, see "Sabbatical Policy and Application" (Links: Employee Resources: Faculty Development Committee)

### 3. NON-FDC, ENDOWED FUNDS

These are available through application to Associate Provost Pam Robinson (no deadline, but early application recommended):

Presnell Fund: open to all faculty members

Hunt Fund: primarily for faculty in the Colleges of Humanities & Social Sciences and Science & Mathematics, but available under "unusual circumstances" to other faculty

Avery Fund: for continuing education

Morris Fund: open to all faculty member

Smith Fund: for College of Fine Arts, Division of Art and Design

Lackey-Marlin Fund: for College of Fine Arts, Division of Art and Design

#### 4. FURTHER INFORMATION ON FACULTY DEVELOPMENT GRANTS AND GROWTH AGREEMENTS

The FDC will try this year to provide all eligible faculty members \$2,000 for professional activities.

You must have a Faculty Growth Agreement (FGA) on file before FDC can make your grant. For 2018-19 funding, your *Growth Agreement should include the following information*:

**1. Self-Profile.** Enumerate current university responsibilities, including teaching, committee assignments, task force and other temporary assignments, and official sponsorship of student organizations. Also include your personal development projects and responsibilities. Finally, assess general needs for improving performance on the responsibilities and projects that you have listed.

**2. Long-Range Goals.** Indicate at least three long-range goals to be met during the succeeding five years, related to university responsibilities as enumerated in the Self-Profile.

**3. Yearly Growth Agreement.** Identify specific activities for 2018-19 that contribute to achievement of long-term goals.

**4. Annual Progress Report on Development.** Using last year's yearly growth plan, evaluate the progress you have made toward reaching those goals.

**No PARTICULAR format is required, but you may use the attached template.**

For further information regarding the background of Faculty Growth Agreements and related stipulations found in the *Faculty Handbook*, see the attached "Frequently Asked Questions" on FGAs and grants or contact Ben Baxter.

Faculty Development Committee (FDC) Growth Agreements and Grants—  
Frequently Asked Questions

Please see the *FDC Handbook* for more details.

### *Purposes*

<p><b>1.</b> <i>Why do I have to complete a Faculty Growth Agreement (FGA) every year?</i></p>	<p>The short answer: the <i>Faculty Handbook</i> (2.11.7.1) requires you to. But that answer begs the question why. The annual FGA is the way faculty members currently “provide [themselves] a systematic approach to faculty growth and development,” that is, the way faculty members independently encourage one another to fulfill OBU’s “Commitment to Excellence” (<i>Faculty Handbook</i> 2.0). Also, institutional accreditation requires OBU to have a faculty-run development program.</p>
<p><b>2.</b> <i>How does my FGA relate to any other plans that I make, say, for my dean?</i></p>	<p>The FGA is a formative tool, only read by faculty on the FDC. Because it’s your plan, you can release it to whomever you wish; but the FDC will not release it. Your dean may also require a plan as part of the administrative review process. Note that the administrative review is separate from the FGA, however. You might choose to share part or all of the FGA, but the FDC will not require you to.</p>
<p><b>3.</b> <i>What’s the relationship between my FGAs and my efforts toward Senior Faculty Status and promotion?</i></p>	<p>There is no formal relationship between the FGA and your progress toward Senior Faculty Status and promotion. It makes sense, however, that you would use the annual FGA to reflect on your work and develop ways to enhance it. The FDC has designed the FGA with this process in mind.</p>
<p><b>4.</b> <i>The FGA is formative, encouraging self-assessment and improvement. Will administrators use my FGA for other purposes—in particular, to make summative judgments about my teaching, scholarship, and service?</i></p>	<p>Again, no. See the previous response. The <i>Faculty Handbook</i> states, “Faculty Growth Agreements and other records relative to the work of the Faculty Development Committee are considered to be confidential. These records shall be available only to the members of the Faculty Development Committee and the individual faculty member” (2.11.7.1.f.).</p>
<p><b>5.</b> <i>Who must complete an FGA?</i></p>	<p>The <i>Faculty Handbook</i> does not distinguish which faculty should complete an FGA. It simply reads “all faculty.” The <i>FDC Handbook</i> says that “any undergraduate faculty member, either full-time or part-time with faculty voting privileges” may request a grant. Because a grant requires the FGA, it appears that full-time or part-time faculty with voting privileges need to submit an FGA.</p> <p><i>Adjunct faculty:</i> No, because adjuncts do not have voting privileges.  <i>Professional services contract faculty (i.e., not “tenure track”):</i> Yes, because faculty on professional services contracts generally do have voting privileges.  <i>Retiring faculty:</i> Yes.  <i>No plans to apply for an FDC grant:</i> Yes. The FGA is for professional development, whether you need money for an activity. The idea “no activity, no need for the FGA” fails to meet the standard that OBU faculty have set for themselves. The grant isn’t a reward for completing the FGA.</p>
<p><b>6.</b> <i>What kinds of activities are appropriate to include on my FGA?</i></p>	<p>See the <i>FDC Handbook</i> for a list of possible activities.</p>
<p><b>7.</b> <i>Why does FDC limit reimbursement of membership dues to a single professional association each year?</i></p>	<p>You may use FDC grant money to pay for one professional membership. The FDC currently allows only one membership, because the committee wants to encourage you to attend conferences, etc. Also, conference participation sometimes requires membership in the sponsoring organization, and the committee wants you to be able to include that expense in your request.</p>
<p><b>8.</b> <i>How do I get additional money to support my activities?</i></p>	<p>Special endowed funds can supplement your FDC grant. Currently you should contact Associate Provost Michael Travers for information. Do remember, however, that you need to apply for and receive an FDC grant for an activity before you can apply for endowed funds to supplement the expense.</p>

## Process

<p><b>9.</b> <i>What should my FGA look like—its organization, layout, length?</i></p>	<p>The FDC maintains an optional template for the FGA. The easiest way to complete the FGA is to complete the template. As long as you provide the information required on the template, however, you don't have to use its format. Within the template you can organize your responses in whatever ways you find most useful. There is no specific layout. Use the format that helps you the most. Be concise—no more than two pages. You'll likely find a short FGA more useful than a long one.</p>
<p><b>10.</b> <i>To whom should I send the FGA?</i></p>	<p>To the current FDC grants subcommittee chair.</p>
<p><b>11.</b> <i>Who will notify me about the committee's decision on my request? When?</i></p>	<p>The FDC chair should notify you within a week of the committee's vote. (The committee generally meets on second and fourth Mondays at 10:00 a.m.)</p>
<p><b>12.</b> <i>What if I don't submit an FGA by the October 1 deadline?</i></p>	<p>The FDC chair will first send you a reminder. If you refuse to submit an FGA, the committee may determine that you no longer qualify for a grant that year. The committee may also choose to notify your dean.</p>
<p><b>13.</b> <i>Do I just make arrangements for my activity myself, or are other people or groups involved?</i></p>	<p>If you can carry the activity expenses on a credit card for a while, it's generally easier just to do so. Once the committee has approved your grant, the Business Office can issue you an advance a couple of weeks before the activity. Should you want to avoid carrying the expense, please contact Larry Walker about OBU's managing the arrangements and costs.</p>
<p><b>14.</b> <i>What if I apply for a grant and get it, then want or need to change my activity?</i></p>	<p>The FDC will allow the change and maintain your grant. Check with the FDC chair about the change. You may need to submit a second grant request to replace the first.</p>
<p><b>15.</b> <i>Will I get a check before the activity?</i></p>	<p>Generally yes. About two weeks before the activity, the Business Office will send a check advance to your campus mailbox. If you don't get the advance when you're expecting it, please contact the FDC chair.</p>
<p><b>16.</b> <i>What about reimbursements?</i></p>	<p>Reimbursements come after the expense report is in. Once the FDC chair and the Business Office have processed the report, the Business Office will send the reimbursement check to your campus mailbox, generally a week or two after you've submitted the report.</p>
<p><b>17.</b> <i>What about after the activity? I need to submit an expense report, right? To whom should I send it?</i></p>	<p>The Business Office requires a <i>signed</i> expense report with the <i>original receipts</i>, if they're available. The expense report form is available on the OBU website. Please send it to the FDC chair, but first make a copy of the report and receipts for your own records.</p> <p>Failure to submit a timely expense report will lead to unpleasant consequences. Please see the <i>FDC Handbook</i>.</p>
<p><b>18.</b> <i>I paid for a part of my activity out-of-pocket. Is there ever any chance of my getting reimbursed beyond my initial grant amount?</i></p>	<p>When the FDC is unable fully to fund a request beyond the year's individual limit, the committee treats the unfunded amount as a deficiency eligible for partial or full repayment, <i>if funds are available</i>, at the end of the fiscal year, when the committee divides up and disperses unused money up to a particular amount determined at that time. A deficiency is your requested grant amount minus the actual FDC grant and any amount from endowed funds.</p> <p><i>You should always request the full amount that you need for an activity. If you don't, you won't qualify for a partial or full deficiency repayment.</i></p>

## FACULTY GROWTH AGREEMENT TEMPLATE

### OKLAHOMA BAPTIST UNIVERSITY FACULTY DEVELOPMENT COMMITTEE

Name:

Academic year:

Date of appointment:

Rank:

College:

Department:

Today's date:

#### **I. SELF-PROFILE** (Update annually as needed)

Enumerate current university responsibilities. Include goals for improvement within the yearly growth plan.

#### **II. LONG-RANGE GOALS** (Update annually as needed)

Construct long-range goals that contribute to your development as a professional in your area of expertise, as a faculty member, and as an individual. Number these goals for later reference in the yearly growth plan.

#### **III. YEARLY GROWTH PLAN** (Complete annually)

Using your long-range goals, identify specific activities in which you will participate this year that will help you progress toward achieving the long-range goals you have established.

#### **IV. ANNUAL PROGRESS REPORT ON DEVELOPMENT** (Complete annually)

Using last year's yearly growth plan, evaluate the progress you have made toward reaching those goals.