

College of Liberal Arts Faculty Development Awards for Professional Track Faculty

FACULTY DEVELOPMENT AWARD OVERVIEW

The Faculty Development Award (FDA) is intended to recognize excellence in professional track faculty and to provide resources to support professional development of mid-career and senior professional track faculty.

Allowable Expenses

The FDA offers each recipient **up to \$10,000** to support faculty development activities. Approved activities and expenditures include:

- Summer salary for the faculty awardee as long as:
 - The percent effort of the faculty member for the summer of the FDA cannot exceed a total of 100% across the three summer months (**please be advised that holding concurrent assignments, such as summer teaching assignments, may impact the award amount; the combined assignments cannot exceed a total of 100% across the three summer months*)
 - Salary is used to support faculty development-related activities during the summer of the award
- Conference participation or other professional development activities
- Course development activities
- Research activities

Award Timing

- FDA funds are distributed to awardees during the summer term of the same academic year as the application period (e.g., if applying in Fall 2022, FDA funds are awarded for Summer 2023).
- Funds must be expended within one year of the award start date.

FDA REVIEW COMMITTEE

Committee Membership

- The College of Liberal Arts *Professional Faculty Advisory Committee* (PFAC) will review the Faculty Development Award applications and make recommendations to the Dean.
- PFAC is an ongoing committee that advises the College and makes recommendations connected to policies and support for professional/non-tenure track faculty.
- PFAC is comprised of 9 professional track (any rank) and 3 tenured faculty. Members serve three-year terms with one-third of the members rotating off each year. PFAC members are appointed by the Dean. Ex officio members include the Associate Dean for Academic Affairs, the Associate Director of COLA HR, the Assistant Director for Course Management, and the Academic and Faculty Affairs Coordinator.
- PFAC members are ineligible to apply for FDAs while serving on the review committee.

Review Process

- The FDA application period occurs annually in Sept-Oct based on Provost's Office deadlines.

- The Dean's Office will review all applications for eligibility and remove ineligible applicants. The offices of Academic Affairs and Human Resources will be responsible for communication, verifying eligibility and tracking.
- PFAC will review FDA applications in Oct-Nov based on Provost's Office deadlines.
- The committee's review and recommendation should reflect the professional, evidence-based judgment of each member involved and must not be positively or negatively influenced by a candidate's race, color, religion, national origin, sex (including pregnancy), age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.
- When evaluating applications, committee members should consider FDA core eligibility criteria, the quality of the proposal, and benefits to the faculty member's professional development as well as benefits to the department, college, and/or university.

FDA CRITERIA AND APPLICATION MATERIALS

FDA Core Eligibility Criteria

- Applicants must hold the rank of **associate professor** of instruction or **professor** of instruction or equivalent when applying. Eligible professional track title series include instruction, practice, lecturer, clinical, and research series. Instructional titles will be prioritized.
- Applicants must have been employed as a benefits-eligible professional track faculty member at UT Austin in **at least one** of the fall and spring terms during at least **six different academic years** before the first FDA and in between FDAs.
- Applicants must have been employed as a benefits-eligible professional track faculty member at UT Austin in at least one of the fall and spring terms during each of **two consecutive academic years immediately preceding** the start of the summer of the FDA.
- Applicants must have met or exceeded expectations in their annual reviews during at least **three of the most recent academic years** in benefits-eligible positions at UT Austin preceding the application for the FDA.

FDA Application Materials

- **Short CV** (*limit: four pages*)
- **FDA Proposal** that includes:
 - **Abstract** (*limit: 100 words*) that briefly summarizes the purpose of the proposed FDA. The Abstract should not use unnecessary acronyms and should include the following information:
 - The faculty development activities to be supported by the FDA
 - Benefits and anticipated impact of the FDA on the:
 - Faculty member's professional development, and on the
 - Faculty member's department, college, and/or the university.
 - **Faculty Development Proposal** (*limit: 2,000 words*) that describes and justifies the proposed FDA and associated activities, the location where the faculty will do the work during the FDA, details about how the FDA activities will contribute to the candidate's professional development and impact on the faculty member's program, department, and UT Austin.
 - **Itemized Budget** that must include allowable items and costs with a total that sums to not more than \$10,000. For summer salary, the rate and duration should be specified.
 - **Bibliography** (*optional; limit: two pages*)