

**University Enrichment Committee (UEC)  
Faculty Senate Report  
April 13, 2009**

**2008-2009 UEC membership:**

Bill Barry, Randy Bentson, Suzanne Holland (Fall), Renee Houston, Michael Johnson, Sarah Moore (ex officio), Tamiko Nimura, John Rindo, Leslie Saucedo (Spring), Eric Scharrer (part of Fall), Amy Spivey (Chair, Spring), Tanya Stambuk, Matt Warning, Paula Wilson (Chair, Fall), Rand Worland

**The Senate charges to the 2008-2009 University Enrichment Committee were:**

1. Review proposals for travel and research from faculty and students.
2. Review proposals for faculty release time.
3. Select recipients of the Dirk Phibbs Memorial Award and the 2010 Register Lecturer.
4. Discuss the Phibbs award selection process to determine if the current process is fair and is consistent with the donor's intentions in the Memorandum of Understanding.
5. Review Professional Development application procedures, forms, and documents for UEC-funded awards.
6. Revise sections of the Professional Development Handbook.

**Committee actions regarding Senate charges**

**Usual duties related to travel, research, and release time awards**

1. Faculty travel funding - As of this writing, the UEC has funded 84 first-trip faculty travel requests and 9 course and seminar travel requests for a total of 93 approved applications. To cover these 93 awards, the UEC has allocated a total of \$94,978 from its pool of \$105,870 (\$93,000 from Budget Task Force allocation and \$9,661 reclaimed from unused department travel sources). The mean cost per trip stands at \$1,021. The \$10,892 not yet allocated is likely to cover all remaining first-trip requests this year (some 10 trips). The six second trip requests received to date are unlikely to receive any funding.
2. Faculty research funding - The committee received 17 applications this year, and all were funded fully or in part for a total of \$24,363 allocated (\$28,858 was requested) in 2008-09. The mean award per grant equaled \$1,433. This was similar to previous years.
3. Release time requests - The committee received only 3 applications for teaching release units, and all three faculty members were granted a one-unit release. This was down substantially from the number of applications in previous years: 14 in 2007-08, 17 in 2006-07, and 19 in 2005-06. (Five release units are usually awarded each year.)
4. Student research and travel funding - The committee has awarded 25 student travel and 20 student research awards (45 total) and anticipates receiving at least 15-20 additional student research applications at the April "Early Bird" deadline. To date, total funds allocated equal \$20,363 of the \$30,000 new funds received at the start of 2008-09. The mean award per grant equals \$452 (with awards capped at \$500).

5. Cultural currency travel funding - One grant of \$3,000 was awarded to a faculty member in order to fund travel related to cultural currency.

### **Selection of the Regester Lecturer for 2010**

After reviewing the work of several outstanding nominees, the Committee concluded that David Lupper's scholarly contributions and teaching excellence made him an exemplary representative of the University community. David Lupper was chosen as Regester Lecturer for 2010.

### **Reviewing the Phibbs award selection process**

The committee reviewed the Memorandum of Understanding for the Phibbs award and decided on the following procedure. Each semester, when the proposals for faculty research funding are reviewed, the committee will choose the proposal that most closely matches the spirit of the Dirk Andrew Phibbs award (as expressed in the Memorandum of Understanding). This proposal will be awarded the funds requested under normal UEC guidelines, but the award will carry with it the honor of being named the Dirk Andrew Phibbs Memorial Award. Thus, there will be no separate application process and no additional monetary compensation accompanying the award. However, the award will now be tied to UEC funding of proposed research, rather than past accomplishments (as it was previously).

### **Selection for the Dirk Andrew Phibbs Memorial Award**

The committee reviewed proposals from faculty for UEC research funding and decided that Matt Warning's proposal most closely fit the spirit of the Memorandum of Understanding for the Phibbs award (particularly the desire that the recipient use the funds to "learn through travel" and "gain new perspectives" in another culture). Matt Warning was chosen as the recipient of this year's Dirk Andrew Phibbs Award.

### **Reviewing the Professional Development application procedures**

The committee reviewed the application procedures for funds administered by the UEC. The following changes were approved:

- A single paper copy of each proposal is to be submitted to the Associate Dean (rather than multiple copies).
- A project abstract will be required for proposals for Faculty Research funding.
- The March deadline for student research funds has been eliminated. There will be one deadline in November (for use of funds during the spring) and one deadline in April (for use of funds during the summer and fall).

### **Revising sections of the Professional Development Handbook**

The committee worked throughout the year to revise both the Faculty Research and Release Time descriptions in the Professional Development Handbook. In addition to incorporating the changes to the application procedures mentioned above, the revisions were

aimed at updating application procedures (e.g. requiring one paper copy of each proposal instead of multiple copies) and clarifying eligibility and evaluation criteria. The revised versions of these documents are attached to this report. The committee empowered Associate Dean Sarah Moore to edit the application forms that accompany the Faculty Research and Release Time awards in order to make them consistent with the revised award descriptions.

In addition, a new Request for Deadline Extension Form was written in order to formalize faculty members' requests for extensions of spending deadlines for UEC-granted funds. A copy of the Request for Deadline Extension Form is also attached.

### **Other activities**

This year, the UEC had an additional set of awards to give out: the Trimble Asian Studies Professional Development Awards. Five of these awards were available (one for use by an ongoing instructor and four for use by tenure-line faculty), with the value of each award not to exceed \$5000. Five faculty members applied for this award this year, and all five applicants were granted awards. After reviewing the awards, the committee made some revisions to the award description, including stipulating that normally only trips lasting two weeks or more will be funded. The revised description of this award and the proposal submission form is attached to this report.

### **Recommendations for next year's committee**

1. Revise the description of the Student Research application procedures for UEC funding to incorporate the fact that the March application deadline has been eliminated.
2. Review the laptop loan program.
3. Continue revising the Professional Development documents for UEC-administered awards with an eye toward ensuring that application instructions, eligibility, and evaluation criteria are sensible and coherent across different types of awards.
4. Review the category caps currently in place for faculty conference travel funding.

Respectfully submitted,

Amy Spivey  
UEC Chair, Spring 2009

#### Attachments:

- Release Time document (revised this year)
- Faculty Research document (revised this year)
- Extension Request Form with instructions (new this year)
- Trimble Asian Studies Professional Development Award description (new this year)
- Trimble Asian Studies Professional Development Award submission form (new this year)

# Release Time

**Description:** Funds are available for the purpose of providing up to five faculty members with a reduction of one unit in their teaching load during the academic year. The activities for which released time may be granted include scholarly research, writing, or professional development. The released unit is not intended for course development since this is a continuing function of all faculty members. Neither is the release unit intended to supplement a sabbatical or other full leave. Released time is subject to the ability of the department to provide coverage for a released unit or find suitable supplementary staff.

**Eligibility:** All tenure-line faculty are encouraged to apply, especially those who have not had a release unit within the past three years. Faculty are eligible to receive only one release unit in any given year. Faculty already awarded a release unit will not be awarded a second release unit for work on the same project.

Because release units support professional development and are intended to lead to future scholarly productivity, faculty who plan to retire or leave the university in the year following receipt of a release unit should not apply. In years where the number of applicants exceeds the number of available awards, the University Enrichment Committee will consider the degree to which an applicant has been supported in the past with various sources of university funding.

**Application:** Application for these funds should be made to the University Enrichment Committee via the department chair using forms available the Office of the Associate Deans, and from the university's web site at <http://www.ups.edu/dean/profdev>. The application consists of:

- (1) Completed Application Form, signed by the applicant and the department chair
- (2) Applicant's Letter (2-3 pages) specifying
  - a. project abstract
  - b. objectives of the release time
  - c. activity(ies) for which the release is requested and a research and writing timeline
  - d. an explanation of the necessity of released time for this activity
  - e. professional goals and anticipated outcomes
  - f. course to be deleted from the faculty member's load

- (3) Covering Memorandum from the department chair, evaluating the feasibility of the project, recommending approval or disapproval, verifying the course to be deleted, and indicating whether a replacement is necessary.

*Materials other than those specified are not desired.*

The chair should forward the application with the chair's covering memorandum to the associate dean, who will present the application to the University Enrichment Committee. The Committee will rank the proposals and will forward the proposals to the Office of the Dean for final approval based on curricular and budgetary considerations.

**Deadline:** Applications for released time are due February 1, 2009 for both fall 2009 and spring 2010.

**Reporting:** Faculty receiving release time shall provide a written report of the activities undertaken. This report shall be accompanied by a manuscript, research report, or their equivalent. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university. All release time reports are due by August 31 of the academic year during which the release unit was taken.

# Research

## **Description:**

In order to enhance faculty professional expertise in one's field and enrich the academic environment, funds are provided for the purpose of supporting faculty research.

The funds may support any of the following research activities: travel; per diem for living expenses while away from the university and engaged in research; supplies and equipment; copying; interlibrary loan and library electronic document delivery services; payment, when necessary, to secure human subjects; and student assistants. Typing and publication costs are considered for funding when there is evidence of readiness for publication. The committee will consider requests for page charges. If potentially large page charges are foreseen for work in progress, authors are encouraged to seek outside funding for these expenses.

These funds are not intended for course development or sabbatical-related expenses. Burlington Northern funds may be sought for curriculum development support and the John Lantz Sabbatical Enhancement Award program is the appropriate source of funding for sabbatical research and travel. The exception is that recipients of pre-tenure sabbaticals (e.g., Martin Nelson, Mellon, Hall, or Trimble Pre-tenure Sabbatical Fellowships) may apply for funds from this faculty research pool to support sabbatical research and travel expenses.

Additional items not funded include completion of degree work, salary for the researcher, curriculum development unless that development is an integral part of the research problem, or payment to those book publishers that routinely require subsidies from authors as a condition of publication

Judgments are based upon peer evaluations of the proposals submitted.

## **Eligibility:**

Research funds are intended for the use of tenure-line faculty, faculty holding ongoing clinical assistant or associate professor positions, and faculty holding fulltime three-year assistant professor appointments who are actively engaged in scholarly research. Up to ten percent of the research funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Instructors with less than

three years of service at the university and non-tenure-line, short term replacements of tenure-line faculty will not be funded.

An application from a faculty member in the last year of service to the university will not normally be considered for a grant unless the project is to be completed by the end of his or her final contract year.

Eligible faculty in the early stages of a project are especially encouraged to apply. In addition, the committee will not normally consider new proposals from faculty members who have not closed out and completed the reporting requirements for previous grants.

**Application:** Application for these funds should be made to the University Enrichment Committee using forms available from the Office of the Associate Deans and on the university's web site at <http://www.ups.edu/dean/profdev>. One hard copy of the proposal is to be provided, including the following:

- (1) the cover sheet with all pertinent information, budget summary, and signatures;
- (2) 100 word abstract;
- (3) background information and specific objectives of the proposed project;
- (4) methods by which project objectives are to be attained, with appropriate references; and
- (5) an itemized budget, including brief explanations for expenses.

**Evaluation:** In evaluating each proposal, the committee will apply the following criteria:

- (1) Proposals relating to a faculty member's professional discipline are eligible for funding, and the research should be clearly related to improving the faculty member's professional abilities within his/her discipline. Basic and applied research in any field and performances and exhibitions in the arts are given equal consideration where performance or exhibitions would serve the same

purpose as basic research and are developed for the first time.

- (2) The quality of such a project should lead to scholarly publication, performance, or exhibition.
- (3) Project goals should be attainable within the two-year time limit. Requests for the same or similar projects will not be funded more than twice.
- (4) If other funds or compensation are derived as a result of the project, faculty research grants will not be awarded.
- (5) Preferential consideration will be given to fundable projects from new applicants when resources are not sufficient to meet all requests.
- (6) The limit for each grant requested is \$2,000.00; however, the limit may be exceeded in unusual and convincing situations. Within any grant, no more than \$600.00 will be allocated for per diem expenses when the recipient must relocate to conduct the research in a different geographic area for an extended period of time. The use of a student assistant, up to 100 hours, may be requested. Students are paid an hourly rate in accordance with standard student employment policies and procedures.
- (7) A faculty member's past record of awards will be considered in the evaluation process.

**Deadline:** Early proposals are due December 1, and awards will be announced by December 15. Spring proposals are due March 1, and awards will be announced by March 21.

**Budget Adjustment:** Any deviation in expenditures from the approved budget must receive the approval of the University Enrichment Committee. Send such requests in care of the Associate Dean, Sarah Moore, Unapproved cost overruns are the responsibility of the grantee. Costs in need of careful monitoring by the grantee include expenses for equipment and interlibrary loan charges.



**Reporting:**

Faculty receiving such funds shall provide the following reports:

- (1) any invoices or other documentation required by the Accounting and Budget Services Office to substantiate expenditures made against the grant account;
- (2) a written progress report to the University Enrichment Committee by August 31 immediately following the fall or spring term in which the grant is received; and
- (3) a final report or progress report to the University Enrichment Committee by August 31 of the subsequent year, containing a detailed financial accounting and a copy or description of the project's results.
  - If the project is not completed by August 31 of the subsequent year, faculty may request a grant extension. Grant extension forms may be found at <http://www.ups.edu/x28540.xml>.
  - All unspent funds of two-year old accounts will be reclaimed and allocated for future requests unless a grant extension is filed and approved by the UEC.

**Other Details:**

1. Student assistance authorized by a research grant must be processed through the director of student employment before any work is done. Secretarial support, beyond normal duties by university secretary, must be authorized by the director of human resources before any work is done.
2. Equipment, books, slides, music or other such non-expendable materials purchased with research funds become part of the resources of the department or the university library upon completion of the project

# Request for Deadline Extension: University Research Funds

**Description:** To ensure the best use of limited resources, all unspent university research funds will be reclaimed after the date that the final report is due (see the “Reporting” section in the description of Faculty Research funding in the University Resources for Faculty Professional Development). As stated, these are “starter funds,” intended to assist faculty in initiating new lines of research. This goal is best achieved when research funds are supporting active projects.

In exceptional cases, the University Enrichment Committee will consider extension of this deadline beyond the deadline.

**Eligibility:** Faculty who have met the reporting requirements for all university funds they have received are eligible to apply for an extension.

**Application:** Application for an extension should be made to the University Enrichment Committee using the form available from the Office of the Associate Deans or the university’s web site at <http://www.ups.edu/dean/profdev>. A completed application will include:

- (1) the cover sheet with all pertinent information and signatures;
- (2) a discussion of the reason(s) the project goals were not attainable within the time limit;
- (3) a revised timetable for completion and reporting;
- (4) the original project proposal for which funding was received.

**Deadline:** The extension request must be received by August 31<sup>st</sup> of the same year the final report was to have been completed.

# Request for Deadline Extension: University Research Funds

## Project Information:

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Title: \_\_\_\_\_

\_\_\_\_\_

Original Project Starting and Ending Dates: \_\_\_\_\_ to \_\_\_\_\_

Length of Extension Requested: \_\_\_\_\_

**Project Extension** (describe on attached sheets): Please limit your explanation to the questions below to two pages total.

1. Justification for extension, including the reason the project goals were not attainable within the two-year time limit.
2. A revised timetable for completion and reporting.

**Attachments:** Please attach your original proposal and any supporting documents.

## Signatures:

As the applicant for an extension of funding, I agree to provide the University Enrichment Committee with the reports as required and to provide the Office of the Controller with the required expense receipts and accounting documentation.

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

As the department chair/school director I agree to assess professionally the results of the research should I be requested to do so by the University Enrichment Committee.

\_\_\_\_\_

Department Chair/School Director

\_\_\_\_\_

Date

# Trimble Asian Studies Professional Development Awards

**Description:** The Charles Garnet Trimble Fund in Chinese Studies provides funds each year for the purpose of supporting faculty members whose professional development and credibility requires periodic residence, research, or curriculum development in Asia or Asia-related destinations. These funds are designed to enhance the proficiency and currency of faculty members in the society or societies of their curricular offerings or scholarly research. Activities covered by these funds may include travel to foreign areas, lodging and meals, tuition for advanced language study, research and other expenses associated with fieldwork and other relevant expenses. Travel to foreign areas should normally last a minimum of two weeks.

**Eligibility:** These funds are intended for use by tenure-line faculty members and ongoing instructors whose teaching programs include Asia in a substantive, if not primary way. In keeping with the wishes of the donors, preference will be given to faculty in the Asian Studies Program and to those proposing projects that include study in China or study of Chinese culture and society. Up to four grants generally not to exceed \$5,000 each will be available each year for tenure-line faculty. One grant not to exceed \$5000 will be available each year for ongoing instructors. In years where the number of applicants exceeds the number of available awards, the University Enrichment Committee will consider the degree to which an applicant has been supported in the past with various sources of university funding.

**Application:** Application for these funds should be made to the University Enrichment Committee via the director of Asian Studies using the form available from the Office of the Associate Deans and from the university's web site at <http://www.ups.edu/dean/profdev/>. Per the form's instructions, the application should address:

- (1) the teaching or research program to be sustained by the award,
- (2) the activities planned for the award period,
- (3) a detailed budget, and
- (4) the ways in which this award will enhance the applicant's capacity to teach more effectively topics related to Asia in general, and where appropriate, China in particular.

**Deadline:** Application for Trimble Asia Professional Development Awards shall reach the director of Asian Studies on or before February 1 (one deadline per academic year, for awards in summer or into the next academic year.)

**Reimbursement:** To receive reimbursement, the faculty member should complete the "Expense and Reimbursement Record" (available at <http://www.ups.edu/dean/profdev/>) within 10 days upon return. Attach **original** receipts for all expenses and submit to the associate dean, CMB 1020, Jones 212. Reimbursement cannot be made for expenses for which original receipts are not presented.

**Reporting:** A faculty member receiving an award shall submit a written report of the activities undertaken by August 31 of the year the award is given. The report should be submitted to the director of Asian Studies. The director will forward the report to the associate dean, who will then deliver it to the dean of the university.

**Trimble Asian Studies Professional Development Awards**  
to the University Enrichment Committee  
via Professor Karl Fields, CMB 1052

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-Mail Address \_\_\_\_\_ CMB \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DATES OF VISIT: \_\_\_\_\_

1. Attach an application that specifies: (1) the teaching program to be sustained by the award, (2) the activities planned for the award period, (3) a detailed budget (attach an explanation of any items which need clarification), and (4) the ways in which this award will enhance the applicant's capacity to teach more effectively topics related to Asia in general, and where appropriate, China in particular.

2.	<b><u>Budget Proposal</u></b>	<b>Total Budget Requested:</b>	\$ _____
	<b>Transportation:</b>		\$ _____
	Airfare	\$ _____	
	Local Transportation	\$ _____	
	# of Auto Miles _____ x \$0.555/mile =	\$ _____	
	<b>Lodging</b>		\$ _____
	<b>Meals</b>		\$ _____
	<b>Other Expenses (Itemize)</b>		\$ _____
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	

*As the applicant, and upon completion of the trip, I agree to provide the University Enrichment Committee with a report and to provide the Office of the Controller with the required expense receipts and accounting documentation.*

\_\_\_\_\_  
**Applicant** \_\_\_\_\_  
**Date**

*As the department chair/school director, I agree to assess professionally the report requested by the University Enrichment Committee.*

\_\_\_\_\_  
**Department Chair/School Director** \_\_\_\_\_  
**Date**

**Please send your Trimble Grant Application to Professor Karl Fields, CMB 1052**