Montserrat College of Art

Faculty Development Proposal Form

name _____

☐ full time ☐ part time ☐ other

date _____

brief description of proposed program :

date _____

budget request _____

please attach any relevant documentation.

Faculty Development Funds support professional development, individual or collaborative, including projects and other activities that will help advance a faculty member's teaching or professional career. The goals of a faculty development proposal may include:

Projects or activities related to professional accomplishment in one's field of expertise.

Mentoring or coaching support in classroom teaching areas identified as requiring improvement in a faculty evaluation.

Increasing knowledge of media, technology, diversity, or other relevant activities related to teaching.

Eligibility and application

All faculty members (full-time or part-time) are encouraged to apply for funds by submitting a Faculty Development Proposal Form to the Dean. Faculty Development funds are available both fall and spring semesters. Applications received before the beginning of each semester will receive priority for that semester. Faculty Development proposals will be reviewed by the Dean.

Faculty Development proposals

Faculty Development proposals under $500 will be reviewed by the Dean; proposals over $500 will be reviewed by the Dean with consultation of the President or Vice President of Finance.

Criteria used in awarding funds

The criteria used by the Dean for allocating funds are: consistency with goals; diversity of projects; balance among a broad range of faculty; availability of funds.

from the *Faculty Handbook*, sec 5.14