

August 12, 2019

TO: All Faculty, Old Dominion University

FROM: Faculty Senate Committee D (Scholarly Activity and Research)

SUBJECT: Announcement of Policy and Procedures for Faculty Development Funds for AY 2019-20

Funds to support faculty development projects and activities are available from the Office of Academic Affairs. Awards will be made to support faculty activities and materials that can be shown to improve the quality of instruction at Old Dominion University. Proposals for research funds are not appropriate. All funds must be spent by June 2020. A final report delineating the outcome(s) of the project is required. These funds are available to all full-time faculty who are not on terminal contract. A portion of the award may be used for a summer stipend.

Proposals are due in the Faculty Senate Office, 1106 Webb Center, on the following date: November 8, 2019. Faculty need to submit completed paper work to the department chair three (3) weeks prior to these deadlines. This is a "shared" program. Partial funding by your department and college is encouraged. Only the original Application/Cover Sheet requires signatures by chairs and deans.

This program is administered by Committee D (Scholarly Activity and Research) of the Faculty Senate. A copy of the Policy and Procedures for Faculty Development Funds and an Application Form/Cover Sheet may be downloaded from the Faculty Senate web page at <https://www.odu.edu/facultysenate/development-funds>.

The review process for funding faculty development projects and activities will be based on the overall evaluation of competing proposals. All proposals will be evaluated by the applicant's chair and dean, the Faculty Scholarly Activity and Research Committee and the Provost and Vice President for Academic Affairs.

Faculty members are responsible for insuring that proposals to be submitted are signed, routed and delivered on time at each step of the process. Questions and/or concerns regarding this program should be directed to Jennifer Moody in the Faculty Senate Office at jmoody@odu.edu.