



FDC

FDC Awards

The FDC invites faculty members to submit proposals for the academic year 2013-2014.

Please submit the following proposals electronically, in addition to the designate number of hard copies, to the committee member listed. Proposals will only be considered after both electronic and hard copies are received within the set time frame for each type of proposal and if the required information is provided (see below).

Membership

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Type I proposals to Dr. Robert Tuttle --electronic and 2 hard copies by Feb. 1

Type II proposals to Dr. Adam VanWert --electronic and 2 hard copies (accepted monthly)

Type III proposals to Dr. Adam VanWert --electronic and 2 hard copies by Nov. 1

Sabbatical proposals to Dr. Ed Schicatano-- electronic and 5 hard copies by Sept. 6

The FDC will only consider proposals from faculty who have exhausted departmental faculty development funds or are using them up for the current proposal. Faculty submitting proposals must indicate how the departmental funds are being utilized in their proposals. In the absence of a clear statement of departmental funds utilization, the Committee will assume that \$400 are available from departmental resources. The applicant's campus phone number and e-mail address should be on all proposals so that the award notification can be passed on to the applicant immediately after the Committee's decision.

This year, the Committee will consider proposals only before the start of activity in order to avoid a backlog of proposals. Type II proposals related to summer activities, however, may be submitted during the first week of September, in order to be evaluated. In emergency cases, the chair may seek the pre-approval of the Committee members by telephone/e-mail, but final awards can only be made at one of the regular meetings of the FDC. The Committee greatly appreciates your understanding in this matter. As always, your suggestions are welcome. Please pass on your comments to any member of the Committee.

Type I proposals are intended to encourage scholarship in one's disciplinary area. These awards are for the initiation of scholarly activities, and are therefore non-renewable. Type I proposals will be thoroughly reviewed both by the Committee members and peers within the applicant's discipline. **Type II** awards are intended to allow faculty to attend meetings in order to present their scholarship or to serve in a leadership capacity. All other awards fall under the **Type III** category. These activities are further described below.

Type I: Research Awards

Research awards, with a maximum of **\$4,200** each, will be granted on a competitive basis after proposals have been reviewed by peers and ranked by the Committee on the basis of merit. In judging merit, peers will review the applicant's past accomplishments, potential for success, and dissemination of knowledge. After establishing the merit of the project, preference will be given to junior faculty members, those showing potential for outside funding for future support of the research, and those able to attract matching funds to complete their work.

Proposals must be submitted to Dr. Tom Baldino by February 1, 2014. Awards will be announced in April.

[Instructions for Preparing Type I Proposals.](#)

Type II Awards: Presentation, Leadership and Training

Proposals for presenting papers at conferences, educational/training workshops or programs, or for attending professional meetings because the faculty member holds significant leadership responsibilities in the organization sponsoring the meeting (e. g. president, vice-president, program chair, etc.) are included in this category. Proposals will be accepted on a continuing basis, and they will be reviewed at monthly meetings of the Committee (please see below for monthly deadlines). If two (or more) Wilkes faculty are coauthors on a presentation funding will be awarded to the author making the presentation.

Due to the limited nature of the Committee's funds, the maximum award that any faculty member may receive in this category for any academic year is **\$1,000.00**. A faculty member may request support for two conferences held at different times in one proposal, or a faculty member may submit one or more proposals for different conferences, but the total amount of support that the FDC can provide to any one faculty member for the academic year is **\$1,000.00**. In the unlikely event that the FDC ends the year with extra funds, the Committee will inform the faculty at the last faculty meeting of the academic year, or through intercom, or through the Web and solicit proposals from faculty who have unmet financial needs caused by attending a conference. Coauthors who attend a meeting but do not present are eligible to apply for FDC funds left over at this time. Similarly, because of the limited funds available, Type II proposals for attending workshops or other training activities without making a presentation will also only be considered at the final meeting of the academic year.

Proposals are accepted monthly prior to the scheduled FDC meeting and should be submitted following the timeline below to Dr. Adam VanWert.

Deadlines for Type II Proposals

Meeting	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Submission Deadline	9/03	10/01	11/05	12/03	none	2/04	3/4	4/1	5/6
Award Announced	9/11	10/9	11/13	12/11	none	2/12	3/12	4/9	5/14

[Instructions for Preparing Type II Proposals.](#)

Type III Awards: Training

Type III awards are intended to help faculty members attend conferences, educational/training workshops or programs without presenting or performing significant leadership responsibilities in the organization sponsoring the meeting. Five awards, with a maximum of **\$800** each, will be granted on a competitive basis after proposals have been ranked by the Committee on the basis of merit. In judging merit, we will review the value of the proposed activity to the professional and intellectual development of the faculty member, to the students and to the faculty member's department.

Proposals must be submitted to Dr. Adam VanWert by November 1, 2013 and awards will be announced in December 2013.

[Instructions for Preparing Type III Proposals.](#)

Sabbatical Proposals

As stated in the 20th edition of the Wilkes University faculty handbook, the Faculty Development Committee is charged with evaluating all sabbatical proposals and ranking them based on their quality. Quality will be assessed using the criteria listed below. All proposals will be reviewed by peers in the same field as the applicant, usually from other institutions. Referees will be sent the checklist attached to the instructions for preparing sabbaticals to guide them in preparing their review. The reviews will then be presented to the committee along with supporting documents, and the committee will rank each proposal on the basis of merit. The committee will then report its rankings and the strengths and weaknesses of each proposal to the provost by November 15.

It is incumbent upon the faculty member to state clearly in the proposal how the sabbatical requested meets these criteria:

1. Value of the sabbatical leave to the professional and intellectual development of the faculty member.
2. Direct or indirect value of the sabbatical leave to the students of Wilkes University.
3. Direct or indirect value of the sabbatical leave to the faculty member's department and program.
4. Direct or indirect value of the sabbatical leave to Wilkes University.

According to the handbook, proposed activities may include academic work toward advanced degrees, postgraduate work, or appropriate scholarship in a field of choice. The faculty member should include as much detail as possible describing the nature and circumstances of the work to be done on sabbatical, such as the location, collaboration, and other sources of financial support committed or anticipated. The length of sabbatical leave requested should be clearly stated.

Proposals must be submitted to Dr. Ed Schicatano by September 6, 2013.

For more information, see [Sabbatical Proposals](#)

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