

MCLA Faculty Incentive Awards
Guidelines
A Y 2020 - 2021
Deadline: Friday, April 10, 2020

Faculty Incentive Awards are available on a competitive basis for full-time MCLA faculty.

Award Categories

- 1) Course and Program Development Award (\$1,500)
 - 2) Creative and/or Civic Learning/Engagement/Service Award (\$1,500)
 - 3) Research Award for tenure-track faculty (\$2,000)
 - 4) Research Award for tenured faculty (\$2,000)
 - 5) Sabbatical Research Awards (2) for innovative sabbatical projects for AY 2020-2021 (\$3,000 each); sabbatical must be pre-approved before proposal consideration
 - 6) Up to two Three-credit Research APRs for Spring 2021
- Please note that awards cannot be “banked” and must be used in the 2020-2021 academic year.
- 1) **Curriculum/Course Development Award:** Development of a new course(s)/program or significant revision of an existing course/courses/program. These projects are typically faculty-initiated but may also reflect needs and opportunities generated by a department.
 - 2) **Creative/Applied Learning/Service Award:** This award is designed for faculty whose scholarship is expressed wholly or in part in creative fields and disciplines, including the fine, performing and applied arts; and any other scholarly project that can be characterized as the scholarship of application, scholarship of integration, scholarship of engagement, or the scholarship of teaching and learning, following the Boyer model of scholarship. The project may emerge from new theories, best practices from other institutions, or from external or public sources or areas of activity.
 - 3,4) **Research Awards:** These awards can support travel to archives, libraries, or other research-related destinations; costs associated with domestic and international travel for conferences or workshops; or funding for experiments and paid participants in approved research projects.
 - 5) Faculty applying for the sabbatical awards **should have an approved sabbatical project for the 2020-2021 academic year.** The award can cover costs associated with your approved project.
 - 6) **Three-credit APRs:** This is a non-monetary award, subject to support by the applicant’s department chair for scheduling reasons. Faculty awarded a course release may teach no more than 9 credits the semester of the release. (Excess credits taught that semester may not be banked or paid out.)

Application Requirements:

- 1) Cover sheet with applicant's name, department, date of application the category of award applied for, and a concise and revealing title.
- 2) A narrative description of the project (approximately 2-3 pages). This narrative should contain a clear, concise statement of the proposed project. The description should relate the project to the applicant's disciplinary area or teaching.
- 3) In the case of a curriculum project, a syllabus or program description outline should be provided as well as a statement of support for the scheduling of the proposed program/course from the department chair or from the Dean of Academic Affairs.
- 4) In the case of a research award application, a brief description and budget detailing projected expenses and, for a sabbatical award, how the honorarium will extend or enrich the approved sabbatical proposal.

Research and creative projects, including sabbatical support

The award will be approved based on the overall quality of the project, on the relevance to the specialization of the applicant, and on the perceived value of the research to the institution or the discipline.

Curriculum Projects (Courses and Programs)

The award will be approved based on proposed innovation (subject matter and/or pedagogical techniques) and how well the new/revised course and program enhances the Core Curriculum and/or department offerings.

Creative and Civic Learning and Engagement Projects

The award will be conferred based on evidence that the project is relevant to the applicant's discipline and will serve the MCLA students and faculty.

Selection Committee and Guidelines

The Awards Selection Committee comprises the previous year's awardees; this committee is responsible for reviewing all proposals. Readers outside the Committee will be solicited if a proposal needs to be evaluated by colleagues with appropriate expertise. The Committee will use a common rubric (see final page of this notice). The Committee will meet with the VPAA to review the recommendations for final approval.

Responsibilities of Awardees

Awardees must file a final report and submit a copy of the work product by December 1, 2021. All awardees are urged to make a presentation on their funded work at a forum following the submission of their final report. Awardees also may be asked to present their work to the Board of Trustees or other institutional audiences. Awardees will be asked to serve in the subsequent year as members of the Selection Committee.

Important Deadlines

- **Proposal Submissions:** Completed applications must be submitted on April 10, 2020 by 5:00 pm. Please email applications to [Viktoria Bates](#) in the Academic Affairs Office.
- **Notification of Awards:** Not later than May 4, 2020.
- **Project Report Deadline:** December 1, 2021

Faculty Incentive Award Rubric*

Applicant Name: _____

Project Goals and Objectives/Clarity:		
Details are clear, concise, and tangible	(7-10)	
Details are present but not clear	(3-6)	
Details are vague	(1-2)	
Details are lacking	(0)	
	Subtotal	
Applicant Benefits: How does the applicant stand to benefit from the activity described in the proposal, in terms of their teaching, research, and/or creative activity?		
Provides a detailed explanation of specific benefits that the faculty member will derive from the proposed project	(7-10)	
Provides a general explanation of some of the benefits that the faculty member <i>will</i> derive from the proposed project	(3-6)	
Provides a vague explanation of some of the benefits that the faculty member <i>may</i> derive from the proposed project	(1-2)	
No evidence of benefits to the applicant	(0)	
	Subtotal	
Other Benefits: How well do student(s), applicant's program, and MCLA stand to benefit from the activity described in the proposal?		
Provides a detailed explanation of specific benefits for others that will derive from the proposed activity	(7-10)	
Provides a general explanation of some of the benefits for others that <i>will</i> derive from the proposed activity	(3-6)	
Provides a vague explanation of some of the benefits for others that <i>may</i> derive from the proposed activity	(1-2)	
No evidence of benefits to others	(0)	
	Subtotal	
Budget: Does the applicant explain and/or justify the need for the requested funds?		
Applicable use of funds within the amount available	(7-10)	
Applicable use of funds with some questionable items	(3-6)	
Applicable use of funds questionable due to projected costs	(1-2)	
Projected beyond the amount available, total is incorrect, and/or projected costs unreasonable	(0)	
	Subtotal	

Connection to Expertise & Significance: How closely do the proposal's activities match the education and expertise of the applicant?		
Well connected	(7-10)	
Connected with some limitations	(3-6)	
Limited connection	(1-2)	
No evidence of connection	(0)	
	Subtotal	
Timeline		
Clearly defined, realistic, and relates well to activities	(7-10)	
Defined but clear parameters are missing	(3-6)	
Not clearly defined or well related to activities	(1-2)	
No timeline provided	(0)	
	Subtotal	
Overall Project Merit		
Justified and convincing	(7-10)	
Justified but not convincing	(3-6)	
Neither justified nor convincing	(1-2)	
No evidence	(0)	
	Subtotal	
<i>Total out of 70* possible points</i>		

Comments (Required):

* Budget rubric is not applicable for APR applicants; maximum is 60 points