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I. Introduction

A. Policy

The responsibilities of a Macalester faculty member include an active program of personal professional development. To that end the college provides generous support for faculty professional activities. In the current year in excess of \$1,000,000 will be made available from endowments and foundations as well as the instructional budget.

B. Procedures

Some of this support comes through departmental budgets, but most is available only upon application through the Provost's office. This document lists current programs. New programs are publicized by announcements at faculty meetings and through general mailings. Faculty members are also urged to consult with members of the Faculty Professional Activities Committee (FPAC) and with the Associate Provost's Office as they plan their professional activities.

C. Professional Development Plans

Virtually all applications for college funding call for the inclusion of a current personal Professional Development Plan (PDP). This document is intended to provide FPAC and the Provost's Office with a general context for consideration of individual cases not only in terms of a particular application but also with reference to what alternative programs might be suggested. Furthermore, they collectively provide the committee and the Provost with the comprehensive information necessary for the planning of new programs and college funding requests.

The PDP should be a brief statement of 2-3 pages indicating the faculty member's recent experience and plans for future activities. Most plans speak to all three traditional areas of faculty activity (community service, teaching, and scholarship), but all that is required is a clear explanation of those aspects of one's professional development program that are germane to support requests.

II. Support Opportunities

A. Regular Programs

1. Sabbatical Leave Program

- a. A faculty member on tenure, or a previously tenured faculty member on a term contract, after six years of full-time service will be eligible to be granted a sabbatical leave of either one full year at half pay or one semester at full pay. Faculty who take sabbatical leave for one semester are expected to teach at least 8 credits during the remainder of the academic year. For individuals hired to the College with previous experience or at an advanced rank, the date of eligibility for the initial sabbatical leave will be negotiated

with the Provost and President at the time of the initial appointment, but in no case will this eligibility be granted before tenure has been awarded. A sabbatical leave may be granted for a program of study, productive activity in the faculty member's field of specialization, or travel advancing the faculty member's proficiency in his field of specialization. A faculty member may request a sabbatical leave by setting forth a proposed program of activity, in writing.

- 1) It is expected that a faculty member will return to his or her position at Macalester College for at least one year following a sabbatical leave. Any faculty member who does not return for at least one year following a sabbatical leave will be required to pay the College an amount equal to the compensation (salary plus benefits) he or she received from the College during the leave period.
 - 2) Within three months following his or her return, the faculty member will be expected to file a report with the Provost's Office and the Department Chair. The report should summarize the results of the work done while on leave.
 - 3) No member of the Macalester College faculty may accept remunerative employment or engage in professional practice during the period of the leave. Exceptions to this rule may be made for employment, work, or other activity, provided these exceptions do not carry duties or obligations that hinder the pursuit of the project for which the leave is granted. All exceptions must be approved by the Provost in advance of the leave period.
- b. In accordance with the above policy, tenured or tenure-track faculty normally apply during a sixth consecutive year of full-time service for a sabbatical leave. Exceptions to this policy must be approved in advance by the Provost and President. One such exception could be for faculty who take a leave without pay to pursue scholarly activities at another academic institution. Up to one year of such a leave could count toward the six years of full time service required for eligibility for Sabbatical Leave. Sabbatical applications from untenured faculty members applying under this policy will not be approved unless tenure has been awarded.

2. Junior Faculty Sabbatical Leave Program

Macalester has funds to support the scholarly research and development of its junior faculty and to strengthen its overall instructional program. The program funds a one semester sabbatical leave for those junior faculty who have successfully completed the third year review. The leave is normally taken during the fourth year.

- a. In addition to meeting all criteria required of the College's Sabbatical proposals, applicants for a Junior Faculty Sabbatical must demonstrate clear evidence of the relationship between an active research program and their own teaching.
- b. Qualified faculty desiring such a leave should apply using the regular sabbatical leave forms the same year their department is preparing a third year review dossier for submission to the Faculty Personnel Committee.

3. Wallace Program

In 1984 a special endowment was established to support a series of activities related to professional development through research and travel. Faculty are encouraged to apply individually or collectively for two specific types of support: a) Faculty Travel Grants, and b) Faculty Research Grants. In all cases, first priority will be given to proposals which foster collaboration between Macalester faculty and distinguished colleagues elsewhere.

a. Faculty Travel Grants

Grants for Faculty Travel are intended to fund a) short research trips abroad, b) travel to an international conference, c) travel for collaboration and consultation with a distinguished colleague in one's field in the U.S. or abroad. Wallace grant monies may only be used for the specific purpose described in the original application. It is not a discretionary travel award and may not be used for substitute conferences or other research opportunities. Application forms are available in the Associate Provost's Office.

b. Faculty Research Grants

Beginning in 1999-2000, the Wallace Faculty Development Program has awarded research grants to faculty. The grants provide support for faculty research expenses such as student research assistance, equipment expenses, and research-related travel. Applications for these grants may be made to the Faculty Professional Activities Committee. Application forms are available in the Associate Provost's Office.

4. Leonard Fund

The Tom Leonard Fund will reimburse faculty members for expenses for food and beverages incurred when entertaining students in faculty homes. Restaurant meals are not eligible and this fund may not be used for regular class meetings. To be reimbursed, you must report expenses and supply receipts with the form, and submit it to the Associate Provost's Office.

- a. The fund will be used to reimburse expenses only for events held in faculty homes. (Occasional exceptions may be made with written request to the Associate Provost in advance.)
 - b. Reimbursement will be for food and beverages only.
 - c. If it is anticipated that expenses for any single event will exceed \$125.00, prior approval must be obtained.
 - d. Upon request to the Associate Provost, up to \$200 per term may be authorized for a department event.
 - e. If by May 1 it appears that sufficient dollars remain in the fund, it will be possible to help support Departmental Commencement brunches. The amount available to each Department is determined by the number of graduating seniors from that department.
5. Faculty Travel and Research Fund
- a. Each full-time faculty member may apply for support of professional development. Full-time and part-time non-tenure track faculty are eligible for travel and research funds on a proportional basis after a one-year waiting period. Determination of actual dollar eligibility will be made by the Associate Provost. Funds may be used for travel to attend professional meetings and workshops; acquisition of research materials; cost of manuscript preparation (typing, etc); payment of professional organization dues; etc. All requests for travel support should include meeting title, location, nature of meeting involvement (attendee, presenter, etc.), dates and expenditures for transportation, food, lodging and registration. Whenever possible, please combine requests so that the amount totals \$100 or more. Requests for the base amount are routinely processed through the Associate Provost's Office.
 - b. There may be sufficient funds available in the Travel and Research Fund to provide supplemental support for those faculty members playing key roles in national or international meetings. Under certain circumstances, consideration will also be given to proposals for those who have been asked to participate in invitational conferences. The deadline for requests is the first Monday in November and the first Monday in April for Fall and Spring terms respectively. They will be reviewed by the Faculty Professional Activities Committee. These grants will be distributed after the end of each term. A limited number of such requests may be approved upon application when FPAC and the Provost agree that there are special circumstances requiring an early decision and that funds are in fact available. However, most of these grants will be distributed after the end of May.

- c. Under special circumstances, faculty may accumulate travel funds for up to one year. Requests for such "roll-over" funds must be accompanied by a written rationale submitted by the first Monday in May to the Associate Provost.

6. Beltmann Fund

This endowed fund for support of faculty and student/faculty collaborative research in the natural sciences provides approximately \$10,000/year. First preference is given to proposals in the physical sciences. The Natural Science Division Sub-committee of the Faculty Professional Activities Committee will review these applications and forward them to FPAC and the Associate Provost for final approval.

7. Midwest Faculty Seminars Program

The College provides occasional faculty seminars and exchanges under the auspices of the University of Chicago's "Midwest Faculty Seminars" Program. Transportation to and housing in Chicago is provided to participants. Applications for these seminars are submitted to the Associate Provost's Office. The schedule is announced in the fall semester.

8. Instructional Budget Programs

- a. Capital Budget Support: Equipment requests may be made through the annual departmental capital budget requests.

Library: Appropriate published materials may be purchased through the departmental library budgets. In addition, there is a Library Committee to consider special needs.

9. Travel and Exchange Program

The College participates in faculty exchange and off-campus teaching programs which offer faculty members opportunities for travel and work throughout the United States and around the globe. Such programs are too numerous to list, and not all are available every year. Most, however, are associated with off-campus study programs (e.g., Newberry Library, Arts in Florence and London, Costa Rica) and thus are indicated in the college catalog. Particular opportunities are publicized by faculty mailings or in campus publications as they become available.

10. Grant Development Support

The College's Development Office is available to assist faculty in preparing funding and grant requests to external sources. Both the Development Office and the Associate Provost's Office have many guides to external funding opportunities available for reference purposes. Faculty members are expected to consult with the Development Office regularly in the preparation of funding requests in order to benefit throughout the

process from that office's resources and assure a fully coordinated effort. Information on grant opportunities is listed in the Bulletin under the heading *Faculty Grant Opportunities*.

11. Leaves for Adjunct Faculty

Faculty who have been appointed as Adjuncts and who have had the equivalent of six years of full-time service (36 courses) are eligible to apply for a one-semester faculty development leave.

III. Sample Application Forms

- Faculty Travel and Research Fund Application
- Tom Leonard Fund
- Sabbatical Leave Application
- Wallace Travel & Research Grant Proposal
- Faculty Travel & Research Supplemental Funds Application

Updated 01/14/08

Faculty Travel and Research Fund Application

I am applying for a reimbursement of \$_____ from Faculty Travel and Research Funds.

REIMBURSEMENT WILL ALWAYS BE TAKEN FIRST FROM EXTERNAL GRANT SOURCES.

Please read guidelines on the reverse side before filling out this form.

- I am requesting funds from a grant stipend (i.e. Mellon, Bush, Lilly, Hewlett, etc.).
Please specify source. _____
- I am requesting funds from my endowed professorship _____
- I am requesting funds from the regular FTR allotment.

Description of Expenditures. Please provide a brief description of the expenses in this space.

Itemize and total expenses by categories (e.g. *airfare/\$ amount; hotel/\$ amount; meals/\$ amount; ground transportation/\$ amount; books/\$ amount; etc.*) and attach original receipts. Please attach a separate sheet if necessary.

Name _____

Macalester ID # _____

Department _____

Approval by Department Chair _____

(FOR OFFICE USE ONLY)

Date _____ Payable to: _____

Amt \$ _____	Acct # _____	-	-	-	-	-	-
Amt \$ _____	Acct # _____	-	-	-	-	-	-
Amt \$ _____	Acct # _____	-	-	-	-	-	-
Amt \$ _____	Acct # _____	-	-	-	-	-	-
Amt \$ _____	Acct # _____	-	-	-	-	-	-

Approved by: _____

Macalester College

Faculty Travel & Research Grant Guidelines

1. Each full-time faculty member may apply for support of professional development. Part-time non-tenure track faculty are eligible for FTR funds on a proportional basis after a one-year waiting period. Determination of actual dollar eligibility will be made by the Provost's Office. Funds may be used for travel to attend professional meetings and workshops; acquisition of research materials; cost of manuscript preparation; payment of professional organization dues; etc. All requests for travel support should include meeting title, location, nature of meeting involvement (chair of session, presenter, etc.), dates and expenditures for transportation, food, lodging and registration. Personal phone calls are not eligible for reimbursement. Whenever possible, **please combine requests so that the amount totals \$100 or more. Remember, all travel and/or purchases must be completed between June 1 and May 31.**
2. If you would like to request an advance from your FTR funds, please submit a **travel advance request form**, available in the Business Office, at least 10 days prior to the date the advance is needed. An accounting of expenditures with receipts must be returned to the Academic Programs Office within one week of your return to campus.
3. Under special circumstances, continuing faculty may accumulate travel and research funds for up to one year. Requests to "roll-over" Faculty Travel and Research fund allocations must be accompanied by a written rationale **submitted by the first Monday in May** to the Academic Programs Office.
4. Sample categories for itemization:
 - Airfare
 - Audio visual supplies
 - Binding
 - Books
 - Conference fees
 - Consulting services
 - Dues/memberships/subscriptions
 - Equipment
 - Films & slides
 - Food
 - Ground transportation/car rental
 - Hotel/Lodging
 - Instruction/lab supplies
 - Licenses/fees/permits
 - Meals
 - Mileage/parking/tolls
 - Office supplies
 - Outside services
 - Periodicals
 - Postage
 - Printing services
 - Professional services
 - Recordings
 - Room rental
 - Transportation services

Tom Leonard Fund

(FOR OFFICE USE ONLY)

Account # _____ Date _____

Payable to _____ Amount \$ _____

Approval by Associate Provost _____

The Tom Leonard Fund, established by George P. And Wilma Fox Leonard, Macalester Class of 1927, in memory of their son, is to be used to enhance close faculty/student relations. It will reimburse faculty for expenses incurred for food and non-alcoholic beverages when entertaining students in faculty homes. It will also be used to reimburse faculty for expenses incurred when recruiting prospective students in the seven-county metropolitan area. To be reimbursed, you must report expenses and supply receipts with this form, and submit the application to the Associate Provost's Office.

Reimbursement will be normally limited to \$13.00 per individual at each event. Approval for expenses related to departmental or divisional events must be obtained BEFORE the event.

Date of Event: _____

Location:

Faculty Member's Home Language House Other: _____

Number of Faculty _____ Number of Students _____

Description of Event:

Description of Expenditures (Attach Receipts):

Total Amount Spent \$ _____

Name _____

Department _____

Approval by Department Chair _____

(Please See Guidelines on Reverse Side)

Tom Leonard Fund Guidelines

1. The Fund will be used to reimburse expenses related to entertaining students, preferably for events held in faculty homes or on campus. Please note: restaurant meals are not eligible for reimbursement.
2. The Fund will be used to reimburse expenses incurred by faculty while recruiting prospective students in the seven-county metropolitan area. Coaches of athletic teams are eligible to use this Fund.
3. The Fund may not be used for regular class meetings. The Fund may be used for special class meetings--contact the Assistant Provost for further information.
4. Reimbursement will be for food and non-alcoholic beverages only up to a limit of \$13.00 per individual. Exceptions to this limit must be approved in advance by the Assistant Provost.
5. Upon request to the Assistant Provost, reimbursement may be authorized in advance for a departmental or divisional event. Each department is limited to one event per year.

MACALESTER COLLEGE

SABBATICAL LEAVE APPLICATION

Deadline for tenured faculty: **last business day of October.**

INSTRUCTIONS: Please type or print clearly. General policies governing sabbatical leaves are printed below.

NAME: _____

DEPARTMENT: _____

PERIOD OF PROPOSED LEAVE: _____

(Indicate semester or semesters)

PERIOD OF PREVIOUS SABBATICAL: _____

AND/OR

(Indicate semester or semesters)

PERIOD OF OTHER LEAVE FROM MACALESTER: _____

(Indicate semester or semesters)

This form should be accompanied by a brief statement of the following:

- 1) STATEMENT OF PURPOSE AND OBJECTIVES
- 2) A SUMMARY OF PROPOSED WORK
- 3) A TIMETABLE

SABBATICAL LEAVE POLICY

After six years of full-time service, a faculty member on tenure, or a previously tenured faculty member on a term contract, will be eligible to be granted a Sabbatical Leave of either one full year at half-pay or one semester at full pay. For individuals hired to the college with previous experience or at an advanced rank, the date of eligibility for the initial sabbatical leave will be negotiated with the Provost and President. A Sabbatical Leave may be granted for a program of study, productive activity in the faculty member's field of specialization, or travel advancing the faculty member's proficiency in his/her field of specialization. A faculty member may request a Sabbatical Leave by setting forth a proposed program of activity, in writing.

1. It is expected that a faculty member will return to his or her position at Macalester College for at least one year following a sabbatical leave. Any faculty member who does not return for at least one year following a sabbatical leave will be required to pay the college an amount equal to the compensation (salary plus benefits) he or she received from the College during the leave period.
2. Within three months following his or her return, the faculty member will be expected to file with the Provost's Office and the Department Chair. The report should summarize the results of the work done while on leave.
3. No member of the Macalester College faculty may accept remunerative employment or engage in professional practice during the period of the leave. Exceptions to this rule may be made for employment, work, or other activity, provided these exceptions do not carry duties or obligations that hinder the pursuit of the project for which the leave is granted. All exceptions must be approved by the Provost in advance of the leave period.
4. Faculty who take sabbatical leave for one semester are expected to teach at least 8 credits during the remainder of the academic year.

In accordance with the above policy, tenured or tenure-track faculty normally apply during a sixth consecutive year of full-time service for a sabbatical leave. Exceptions to this policy must be approved in advance by the Provost.

This Sabbatical Leave is requested in accordance with the guidelines listed above.

Signature of Applicant

Date of Application

RECOMMENDED:

Department Chair

Date

Wallace Travel Grant Proposal

Use this form to apply for a Wallace Travel Grant. As described on the next page, Wallace Travel Grants support travel of an international nature. The Resources and Planning Committee awards these grants on a competitive basis, as described in the faculty by-laws.

Grant awards are made in two rounds each year. The deadlines are the first Monday in November and the last Monday in February for Fall and Spring semester considerations, respectively. The November deadline is appropriate for those applying for January or Spring semester activities. The February deadline is appropriate for Summer activities or those occurring in the next academic year. Applicants will be notified of awards within one month following the deadline date. RPC may reduce the amount of the grant award from that proposed in order to spread funding as broadly as possible.

Name

Department

Proposal Budget: (Check and complete all that apply: Itemize in the budget rationale)

Travel expenses for international travel (Travel Grant)

Travel expenses for brief research trip abroad (Travel Grant)

Travel expenses for collaboration with a distinguished colleague (Travel Grant)

Total Amount Requested

Attach a proposal (5 page maximum) organized into the following topics:

1. **ABSTRACT** - A summary of the proposal in non-technical language in less than 150 words.
2. **SUMMARY OF THE PROPOSED WORK INCLUDING A TENTATIVE TIMETABLE** (If the proposal is for travel, describe where you are going, when, why, and what you will be trying to accomplish. If the proposal is for a research activity, describe it, provide a schedule of activities, and what you hope to accomplish).
3. **DESCRIBE HOW THE PROJECT RELATES TO YOUR RESEARCH INTERESTS** (For example, is this the start of a new research interest? How does it advance or complete a current interest? etc).
4. **BUDGET RATIONALE** (Itemize and justify each expenditure in a budget rationale).
5. **CURRENT OR PENDING SUPPORT** (Itemize other funding sources to which you have applied or intend to apply. Include the amounts for which you are applying and notification date. If you have received another grant for this project, give details, e.g. source of funding, amount granted, etc).

6. **PREVIOUS SUPPORT** (if you have received a Wallace Grant within the past 5 years provide a paragraph summarizing the purpose of the grant and what you accomplished with it. Provide a paragraph for each grant receive

Applicant Signature

Date

Clear

Submit

Please remember to submit your written proposal to klauer@macalester.edu

Wallace Grant Guidelines

Research Grants in recent years have typically been in the range of from \$3500 to \$6000.

Expenses may include:

- student research assistance (summers only; \$3500 maximum +10% FICA; \$7.50/hour; \$350/week full-time for 10 weeks)
- Travel connected with research (for international travel see below)
- equipment, materials, software
- other research related expenses, assay fees, expendables, etc.

Student Stipends will be payable bi-weekly as per College policy for summer employment.

Travel Grants in recent years have typically been in the Range of \$1500 to \$3000.

Travel Grants are awarded for:

- brief research trip abroad
- travel to an international conference outside of the United States, or
- travel to collaborate with a distinguished colleague outside the United States

Criteria for Travel and Research Grants:

- impact of proposed activity on your professional development
- priority level based on recent Wallace Grant award history
- evidence of productive use of previous support from grants
- order of priority; tenured or tenure track faculty; MSFEO participants, Adjunct Professors, long-term part-time, full-time non-tenure-track with at least one year remaining on contract.