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## ADJUNCT FACULTY DEVELOPMENT FUNDING PLAN

The Office of Adjunct Faculty Support Programs would like to announce that it is sponsoring an Adjunct Faculty Development Plan for AY 2009-2010.

**Purpose:** The purpose of this Adjunct Faculty Development Funding Plan is to provide funds to adjunct faculty members who would like to attend conferences, workshops, meetings, presentations, etc. as a means to further develop their substantive discipline area and teaching experiences.

**Requirements:** The applicants must complete the attached Individual Development Plan (IDP). This plan should address the ways the applicant would like to build knowledge in their discipline specific area and discuss clear teaching and learning goals for future classroom experiences. The applicant must also complete a Faculty Development Funding Application (attached) aligning IDP with the Professional Development activity the applicant intends to attend.

For timely funding to occur, the application should be submitted to the Adjunct Faculty Support Program Office (2015E) two months prior to the registration deadline for the event or the start of the activity. Upon completion of the professional development activity a report summarizing the extent to which the activity addressed the applicant's IDP goals must be submitted. This summary must accompany the reimbursement request. Applicants are eligible for funding one time per academic year.

### Grant Options:

- **Specialized Training-** must be professional in nature and must involve active participation by the applicant. \$150.00
- **Discipline Specific Conference Participation-** must have acceptance notification of approval to participate in conference and must be related to the applicant's discipline. \$ 300.00
- **Discipline Specific Conference Attendance-** must be related to the applicant's discipline. \$150.00
- **Teaching and Learning Conference Participation-** must have acceptance notification of approval to participate in conference. \$ 300.00
- **Teaching and Learning Conference Attendance-** \$150.00



## Adjunct Faculty Individual Development Plan

(Please type your answers to the following questions)

**Faculty Member's Name:**

**Professional Orientation:** Rank in order of personal satisfaction and interest these areas of professional engagement.

\_\_\_\_\_ Teaching

\_\_\_\_\_ Research and/or creative activities within your discipline

\_\_\_\_\_ Application of your discipline outside the University

### Professional Assessment

1. In the following list of general areas regarding teaching, indicate your competence by marking whether you feel you are *strong (S)*, *moderate (M)* or *weak (W)*.

Area	S	M	W
Course Design	_____	_____	_____
Course Content	_____	_____	_____
Pedagogy	_____	_____	_____
Creating Assignments	_____	_____	_____
Class Discussion	_____	_____	_____
Active Learning	_____	_____	_____
Assessment	_____	_____	_____

2. In light of the reflection that went in to making the above assessment, which of the areas listed would you like to focus on in trying to shape your own professional development?

***General Area***

***Why?***

Course Design

Course Content

Pedagogy

Creating Assignments

Class Discussion

Active Learning

Assessment

3. Thinking about your assessment above, list three goals, in order of priority, which you would like to accomplish during your involvement with the Adjunct Faculty Development Plan.

a.

b.

c.

4. What can the University do to assist you in your pursuit of these goals?

# Application for Adjunct Faculty Professional Development Funds

Name \_\_\_\_\_

Department \_\_\_\_\_

Title of Activity \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_

Location of Activity \_\_\_\_\_

The purpose of the Adjunct Faculty Professional Development Fund is to provide funding for the professional development of SVSU Adjunct Faculty. This funding is limited to the following areas:

1. Specialized Training
2. Discipline Specific Conference Participation
3. Discipline Specific Conference Attendance
4. Teaching and Learning Conference Participation
5. Teaching and Learning Conference Attendance

## Guidelines and Rules:

1. The applicant must have an IDP on file in their personal workspace in VSpace.
2. Completed grant application must be reviewed and signed by the adjunct faculty member's department chair.
3. For timely funding to occur, the application should be submitted to the Adjunct Faculty Support Program Office (201SE) 2 months prior to the registration deadline for the event or the start of the activity.
4. Upon completion of the professional development activity a report summarizing the extent to which the activity addressed the applicant's IDP goals. This summary must accompany the reimbursement request.
5. Applicants are eligible for funding one time per academic year.

## Grant Options:

- **Specialized Training**- must be professional in nature and must involve active participation by the applicant. \$150.00
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- **Discipline Specific Conference Attendance**- must be related to the applicant's discipline. \$150.00
- **Teaching and Learning Conference Participation**- must have acceptance notification of approval to participate in conference. \$ 300.00
- **Teaching and Learning Conference Attendance**- \$150.00

Describe the workshop/training or conference below:

Which goal(s) in your IDP do you feel will be satisfied by involvement in this activity?

How will your participation in this activity benefit your teaching or professional/personal goals?

**Agreement:** I have read the guidelines and rules for the Adjunct Faculty Professional Development Funds and agree to adhere to them in completion of this activity.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

I would be willing to share the results of my activity.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

**Approval:** \_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Rationale for decision (required)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature, Director of Adjunct Faculty Support Programs*

\_\_\_\_\_  
*Signature, Associate V.P Academic Affairs*