

THE ADJUNCT FACULTY PROFESSIONAL DEVELOPMENT FUND

PROSPECTUS

OVERVIEW

The Adjunct Faculty Professional Development Fund grants funding to support activities and resources that contribute to adjunct faculty members' professional, creative, or scholarly research and development. The Adjunct Faculty Professional Development Fund was established specifically for adjunct faculty as part of the Collective Bargaining Agreement between MICA and SEIU Local 500, August 2015-June 30, 2018. With the ratification of the new 3-year agreement in October 2018, the total amount of this funding was increased from \$6,667 to \$12,500 per year and the amount that an individual could receive in a single academic year was increased from \$600 to \$1,000.

WHAT THE ADJUNCT FUND SUPPORTS

Professional development funds can be used for, but are not limited to, the following activities:

- Costs to support learning opportunities such as classes, workshops, and seminars that advance one's teaching practice, creative practice, or scholarship
- Costs to support research opportunities that advance one's teaching practice, creative practice, or scholarship
- Conference or residency attendance, travel, and related costs
- Costs associated with the fabrication of one's work, such as supplies and materials
- Costs associated with publication, exhibition, or other forms of public dissemination of one's research, writing, or curatorial work
- Purchase of tools, software, and equipment to be used in one's teaching practice, creative practice, or scholarship

****NOTE*** Tools, software, or equipment whose costs exceed \$2,000 including any taxes and fees are ineligible for grant support even if the request only partially funds the purchase. Software and equipment purchases must be disclosed in the budget of your application, should not be combined with any other purchases, and will become the property of the awardee.*

WHAT THE ADJUNCT FUND DOES NOT SUPPORT

- Travel, meal, and training costs for anyone other than the faculty member
- Rental fees such as studios, offices, and other workspaces
- Contracted labor, such as hiring individual editors, photographers, videographers, or assistants
- Equipment such as power tools, computers, tablets, phones, cameras, audio & video recorders, printers, and presses whose cost (including taxes and fees) exceeds \$2,000 even if only partial funding is requested.

ELIGIBILITY

All adjunct faculty are eligible to apply for professional development funds within the current academic year (Summer, Fall, or Spring semester) in which they are teaching at least one (1) course. **Previous awardees are not eligible for funding in consecutive rounds.**

EVALUATION PROCESS

An Adjunct Grants Committee meets to review the applications and recommends to the Provost a ranked slate of proposals for grant awards on the basis of criteria outlined below. Three (3) adjunct faculty members who have applied for and/or received funding in previous rounds will be invited to serve on the committee and will be compensated for half a year (one semester) of committee service. In forming the committee, priority for two seats will be given to adjunct faculty members who have received funding and have not served on the committee previously, and priority for one of the seats will be given to an adjunct faculty member who has not previously received funding. Those applying for Adjunct Faculty Professional Development Fund are ineligible to serve on the review committee. A new Adjunct Grants Committee will be formed each semester.

EVALUATION CRITERIA

Grant Proposals will be evaluated based on the following criteria:

- Quality of the Application
 - Satisfaction of all required application elements as described in the guidelines (below)
 - Clarity of writing
 - Thoroughness of budget
- A basic budget template can be found [here](#).
- Quality of the Project
 - Extent of participation of the applicant
 - Feasibility
 - Contribution to the faculty member's professional, creative, or scholarly research and development.
- Relevance of the project to the applicant's field or area of research
- Excellence / Originality / Impact
- Extent to which Project represents a unique opportunity, an original and/or notable idea, a remarkable revisioning or expansion of research or creative practice at MICA.

ADJUNCT FACULTY PROFESSIONAL DEVELOPMENT FUND RUBRIC

Quality of the Application	3	2	1
<i>Satisfies all application requirements</i>	The application is complete and includes all 9 required elements.	The application is missing one of the required elements, but not more.	The application is missing two or more of the required elements but, not less.
<i>Clarity of writing</i>	The writing of the proposal clearly and concisely states the argument and provides appropriate context and justification.	The writing of the proposal does not clearly and concisely state the argument – OR is missing appropriate context and justification – but not both.	The writing of the proposal does not clearly and concisely state the argument, and does not provide appropriate context and justification.
<i>Thoroughness of budget</i>	The budget provides detailed, itemized, costs and an accurate total.	The budget is present but does not provide detailed itemized costs – OR does not total – but not both.	The budget does not provide detailed itemized costs and does not total or is missing these elements.
<i>Participation of the applicant</i>	The applicant is a full participant in and contributor to the proposed activity or project.	The applicant is a participant, but has a minor role in the proposed activity or project.	The applicant is attending, but not contributing to the proposed activity or project.
<i>Feasibility</i>	The proposed activity or project is feasible given the budget and work plan.	The proposed activity or project appears to require either more funding – OR more time than the grant program can support – but not both.	The proposed activity or project appears to require both more funding and more time than the grant program can support.
<i>Contribution to the applicant's professional, creative, or scholarly research and development.</i>	The proposed project demonstrates its contribution to faculty member's professional, creative, or scholarly research and development, as well as clearly articulating its relationship to an existing body of work or existing area of inquiry.	The proposed project demonstrates its contribution to faculty member's professional, creative, or scholarly research and development – OR clearly articulates its relationship to an existing body of work or existing area of inquiry – but not both.	The proposed project does not demonstrate a contribution to the faculty member's professional, creative, or scholarly research, and does not establish a relationship to their existing work.

<i>Relevance to the applicant's field or area of research or creative practice</i>	The proposed project clearly demonstrates its relevance to the applicant's field, area of research, or creative practice by providing clear examples and context for the value and contribution of this work.	The proposed project states its relevance to the applicant's field, area of research, or creative practice – OR describes the context, value, and contribution of this work – but not both.	The application does not clearly articulate the relevance of the proposed project to the applicant's field, area of research, or creative practice. There are neither examples nor context provided for the proposed work.
<i>Excellence Originality Impact</i>	The project will advance the applicant's scholarly or creative practice and represents one or more of the following: a unique opportunity, an original and/or notable idea, a remarkable revisioning or expansion of research or creative practice, has significant local impact, has national or international visibility.	The project will advance the applicant's scholarly or creative practice but doesn't represent a new or notable idea and/or a strong departure from familiar practices.	The project doesn't represent substantially new or notable thinking, knowledge, or practices in scholarly or creative work.

ADJUNCT FUND APPLICATION GUIDELINES

Applications for Adjunct Faculty Professional Development Funds must be submitted to the Office of Research via the [SlideRoom](#) online portal. Applicants can request funding for activities that will take place, or have taken place, at any point during the fiscal year in which they are applying for funding (June 1 through May 31). Each application period will be announced at the beginning of the academic year with a deadline [occurring after the close of Lucas and Brenner each semester](#).

Complete Grant Applications include the following and should be submitted via [SlideRoom](#). SlideRoom will ask you for basic demographic and contact information as well as provide prompts for each of the following items:

1. Project Name/Title
2. Will all your expenses be incurred before the end of the current Fiscal Year (May 31st)?
3. Project Abstract (750 Character Limit) Please write a 3rd-person description of your project.
NOTE: This may be used in public notices to the MICA community.
4. Provide a brief work plan describing what you will accomplish through the use of grant funds. Please include any key dates (deadlines, travel dates, exhibition dates, etc) needed to understand the project. (750 Character Limit)
5. Describe the proposed activity's contribution to your field of scholarly research or creative practice. (750 Character Limit)
6. In what ways does this project represent a unique or original opportunity, idea, or practice? In what ways does it represent a revisioning or expansion of your teaching, research, or creative practice? (750 Character Limit)
7. Total Funds Requested

8. BUDGET (1 page) *Upload as a single PDF attachment in SlideRoom; a budget template is available here*
 - Separate from the Project Description, the budget itemizes detailed expenses, including but not limited to conference or workshop dues and registration fees, travel, lodging, and per-diem.
 - Reference MICA's Business and Travel Expense Policy to make sure your proposed expenditures are allowable by the college
 - If the grant request is retroactive, include a list of itemized costs already existing in receipts. If the grant request is for the future, be as specific as possible about expected costs.
 - Include a TOTAL of funds requested.
9. A CV or Professional Resume

★ SUPPORTING DOCUMENTS are *optional* and may be attached, if relevant.

Supplemental information may include images with captions, conference programs, letters of invitation or recommendation, or additional relevant information. *Upload as a single PDF attachment in SlideRoom.*

PDF TIPS & GUIDELINES

For assembling Supporting Documents into one PDF, the following link provides information about how to merge multiple documents: <http://www.wikihow.com/Merge-PDF-Files>

NOTIFICATION

The Office of Research will notify the adjunct faculty member of approval or denial of their application for funds within ten working days of the close of applications each semester.

ACCESS TO FUNDS

All awards will be issued via the normal MICA payroll process within 2 pay periods of the award letter date.

As a faculty member of MICA, all internal grant awards are subject to both federal income and FICA (Social Security and Medicare) tax withholding. It will be reported to you and the IRS on IRS Form W-2, along with other taxable earnings paid to you by the university. The Payroll Office issues W-2 tax forms in January following the applicable calendar year. Please use personal fiscal oversight to use funds as directed for management and completion of your internal project.

Any projects involving human subject research will not be eligible to receive funds without the proper approvals from the college's Institutional Review Board (IRB). Applicants need not seek IRB approval until after the grant application has been approved. For more information about these requirements please visit mica.edu/irb.

If the plans for an awarded grant proposal drastically change or differ greatly from the original

application, or the project is canceled, the recipient is expected to inform the Adjunct Professional Development Fund Grants Committee immediately via the Office of Research. Although the Committee may review a request for modification, recipients will likely be asked to forfeit the granted funds in full, and reapply with a new or alternative proposal in a future grant cycle.

REPORT

Within three months of the project's completion, the grantee is expected to upload a report using this form summarizing the delivery and use of the grants, any publication, or accomplishments achieved with the award. This report should be 250–500 words and include an overview of activities, notable outcomes, and self-evaluation of the project. This report will be used as a record for the Office of Research and Provost's Office and will be shared with the College community via the Faculty Grants website.