

ACDEANINST 4001.2
2/DR
27 Feb 95

ACADEMIC DEAN AND PROVOST INSTRUCTION 4001.2

From: Academic Dean and Provost

Subj: Faculty Development FUND

Ref: (a) USNAINST 4001.2H

Encl: (1) Format for Requesting Faculty Development Funding

1. Purpose. The objective of the Faculty Development Fund is to enhance the professional growth of the faculty and the overall academic program at the Naval Academy through assigned gift funds. The Faculty Development Committee (FDC) administers the Faculty Development Fund (FDF).

2. Membership and Voting Procedure. Membership shall consist of: the Director of Research, who shall serve as chair of the FDC; one faculty representative from each academic division and one at-large member. Nominations are made by the Senate in consultation with the division directors and forwarded to the Academic Dean and Provost for review and appointment. Terms are normally three years or, in the case of military officers, until relieved. If a vacancy exists, the Chair shall request the Senate to nominate a new representative to the Academic Dean and Provost for appointment. The FDC shall include at least one military faculty member. Majority vote shall govern with the Chair voting in case of a tie. Proxy votes, in writing, are authorized. The Academic Dean and Provost is the final approving authority.

3. Funding. The FDF is funded by the U.S. Naval Academy General Gift Fund Account through the Memorials and Gifts Advisory Board (MEGAB). Annual budget requests are prepared by the Director of Research and submitted to the MEGAB chair, via the Academic Dean and Provost, during the annual budget call for Gift Fund Accounts.

4. Program Categories. FDF shall normally be limited to the following categories:

a. Faculty continuing education including short courses, workshops, colloquia, symposia, seminars, visiting speakers and special projects of interest to the Naval Academy for which O&M,N funding is not available or appropriate.

b. Faculty minor purchases in support of scholarship and scholarly publications in journals, monographs, and books for which O&M,N funding is not available or appropriate.

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The FDF is not intended to duplicate or augment other existing programs for faculty support. The Faculty Development Fund will not normally fund faculty salary. While the committee judges each request on its merit, the overall objective of the Faculty Development Fund is to aid as many members of the faculty as possible. Funding may therefore not be the

entire amount requested.

5. Action. Proposals to the FDC are submitted by the faculty member via the department chair and division director. An original and five copies of each proposal with endorsements will be submitted to the chair of FDC for consideration at the next possible meeting.

a. Faculty proposals will be prepared in the format of enclosure (1) giving the category of the request, dates, location, documentation (i.e., letter of invitation, program), itemized budget, significance of project and why use of O&M,N funds is not appropriate.

b. Department chairs' and division directors' endorsements will include significance of the project to the department and Naval Academy, respectively, and why FD funds are appropriate.

c. The Chair of the FDC shall, if necessary, call a monthly meeting and report to all faculty members funds expended and remaining in the FDC budget. Members will be forwarded copies of any proposals received.

d. The Academic Dean and Provost is final authority of FDF proposals. Faculty members will be notified in writing of the status of their proposals and, if approved, the amount of funding. Faculty FDF grantees must submit to the chair, FDC, within 15 days after completion of project, a report of itemized expenditures with receipts, as directed by reference (a). Funds are normally transferred on a reimbursable basis after receipts are submitted.

e. The Chair of the FDC shall produce an end of fiscal year report summarizing individual expenditures of funds during the year. This report shall be submitted to the chair of the Memorials and Gifts Advisory Board, via the Academic Dean and Provost, with copies to FDC members, department chairs and division directors.

ROBERT H. SHAPIRO

Distribution:

AC

President, Faculty Senate

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FORMAT FOR REQUESTING FACULTY DEVELOPMENT FUNDING

From:
To: Chair, Faculty Development Committee
Via: (1) Chair, Department
(2) Director, Division

Subj: REQUEST FOR FUNDING

Ref: (a) USNAINST 4001.2H

Encl: (1) Supporting Information

1. I request funding from the Faculty Development Committee in the following category in accordance with reference (a):

Education____ Speakers____ Purchases____ Publications____

Enclosure (1) is provided in support of the following detailed explanation.

2. My costs will be:

_____air fare
_____days @ _____ = _____per diem
_____registration
_____honorarium
_____ground transportation
_____other (itemize)_____
_____total

3. I have previously been funded by Faculty Development:

(Give year, purpose, amount.)

Signature

Enclosure (1)