

PROFESSIONAL DEVELOPMENT

Memberships

Although professional membership fees are the responsibility of individual faculty, the University may reimburse individual full-time faculty up to \$50.00 per membership for up to three such organizations per year, provided the first \$25.00 of each fee is paid by the faculty member. The University does not pay for memberships in private clubs except when approved by the President.

Excellence in Teaching Awards

Eligibility and Selection

Since the University's mission statement places "highest priority on programs of instruction and learning," the Quality of Instruction Council sponsors annual Excellence in Teaching Awards. All full-time faculty and part-time faculty who teach at least three degree-credit courses at DePaul during an academic year are eligible for consideration. Each college determines what constitutes a "course" for purposes of this program.

The Quality of Instruction Council funds up to three Excellence in Teaching Awards per year in the College of Liberal Arts and Sciences, up to two in the College of Commerce (including the School of Accountancy), and up to one each in the College of Law, School of Education, School for New Learning, School of Music, and Theatre School. Colleges that do not wish to nominate faculty are not required to participate in this program.

Each college determines its own nomination and selection process, subject to the following minimum criteria:

1. The sole basis for selection must be teaching performance in degree-credit programs at DePaul (including curriculum design and any

extra classroom activities related to degree-credit instruction).

2. Evidence of excellence in teaching must refer minimally to the academic year of the award and may optionally cover the two preceding years; although consistency is to be given weight, this is not a lifetime achievement award.

3. Student evaluation in some written form must be considered in the selection process.

4. Peer review in some form must be incorporated in the selection process.

5. Each awardee must receive a explicit endorsement from his/her dean in the form of a brief citation suitable for public dissemination.

6. College specific selection criteria and procedures should be communicated by each dean to faculty near the beginning of the academic year (with a copy to the Quality of Instruction Council).

7. Faculty selected to receive an Excellence in Teaching Award must be identified by their respective colleges on or before April 1 of the academic year being completed.

8. A faculty member who receives an Excellence in Teaching Award from the Council may not be selected again in the year immediately following.

In communicating each selection, the college office should send to the Quality of Instruction Council:

1. A brief citation from the dean highlighting the nominee's strengths as a teacher;

2. A vitae or other biographical summary;

3. An edited selection of evidence illustrative of the nominee's teaching strengths; and

4. A description of the selection process

used in the college.

This documentation is used by the Council both to study the qualities and skills that make award winners stand out as superior teachers and to communicate their accomplishments to the University community.

The Award

Each Excellence in Teaching Award consists of the following:

1. An honorarium of \$2,000 (pretax);
2. An inscribed plaque;
3. An inscription on an honor board in the Executive Offices; and
4. Acknowledgement in University publications.

The Council encourages but does not require recipients of an Excellence in Teaching Award to share their pedagogical expertise with colleagues, either during the orientation of new faculty or in faculty development workshops held at other times of the year. The Council will arrange opportunities for this to occur.

The Council recognizes that several colleges have other programs to honor outstanding faculty. In some cases, the selection criteria and processes are similar to the Council's program; in other cases, they differ. The Council does not object to a college naming one person to receive two awards, with their respective benefits, provided that the conditions listed above are not compromised. Recipients of an Excellence in Teaching Award also may receive external awards.

Competitive Instructional Grants

Introduction

The Quality of Instruction Council provides competitive Instructional Grants of up to \$2,500 to defray out-of-pocket expenses associated with curricular innovations or pedagogical interven-

tions designed to enhance the quality of degree-credit instruction at DePaul.

Proposals may be submitted on or before November 15 and April 1. This program is intended to supplement, not replace, other sources of support available through departmental budgets, college-controlled funds, and external grants. Applicants are expected to explore all sources of assistance. The Chair of the Quality of Instruction Council has examples of successful proposals on file and offers advice regarding proposal-writing techniques. Applicants also may consult with members of the Council.

Program Focus

Competitive Instructional Grants are intended to foster pedagogical excellence in DePaul's degree-credit curricula. The Council accords highest priority to projects that promise both a direct and significant impact on the quality of teaching. Especially favored are projects that feature faculty mentoring arrangements, attendance at pedagogical workshops, videotaping of teaching, instruction evaluation experiments, the use of teaching consultants, collaborative efforts to revise curricula, or other similar initiatives intended to improve teaching. Competitive instructional grants also may be used to enrich courses with perspectives of a cross disciplinary nature (e.g., multiculturalism or ethical awareness). If funds are available, the Council will consider requests for instructional materials. Taken into consideration is the number of courses or students likely to be affected by a grant and the relative importance of the qualitative change anticipated. Creativity and experimentation are encouraged, but projects do not have to be at the cutting edge of innovation nationally. The Council welcomes proposals that broaden DePaul's use of already proven methods or materials.

Summer Stipends

Program focus

The quality of Instruction Council provides a limited number of \$3,500 summer stipends to compensate full-time faculty engaged in intensive curricular endeavors other than teaching. Summer stipends are intended to foster pedagogical excellence in DePaul's degree-credit curricula by supporting faculty who devote a portion of their summer to curricular planning or pedagogical design. Creativity in course design, experimentation with new pedagogical approaches and new uses of instructional technology are encouraged. Since all faculty are expected to develop new courses from time to time, and to revise existing syllabi on a regular basis, the Council ordinarily grants summer stipends only to individuals engaged in projects demanding unusual effort or offering exceptional promise.

The competitive program is intended to supplement, not replace, summer support options available through college office and external fellowships. The Chair of the Quality of Instruction Council will readily assist faculty seeking support.

Application Deadline

The application deadline is February 1. Late applications will not be considered.

Eligibility

Full-time faculty of DePaul University are eligible to request a summer stipend from the Quality of Instruction Council, provided that they have had no Council-supported leave during the current academic year and have no leave request pending before the Council for the following academic year. Summer stipends are restricted to faculty returning to the University in an active full-time capacity during the next academic year. For applicants not so returning, exceptions will be made if he/she successfully demonstrates to the Council that DePaul's students and/or faculty will realize a substantial residual benefit from a proposed project.

Recipients of summer stipends from the Quality of Instruction Council must agree not to teach more than two courses or engage in their contractual equivalent during the same summer (both sessions combined). Faculty who receive both internal and federal summer support may not exceed legal limits on compensation.

Departmental Initiative Grants

Each fiscal year the Quality of Instruction Council offers at least six departments or colleges (selected in alphabetical order) up to \$5,000 each for group initiative designed to strengthen teaching in degree-credit curricula. Since academic departments (or colleges, where no departments exist) exercise primary responsibility for curricular and pedagogical quality, this program is designed to help departments fulfill that responsibility by offering a supplementary source of funds explicitly directed to the improvement of instruction.

Eligible academic units are offered \$5,000 each to underwrite the costs of faculty retreats, instructional workshops or seminars, team attendance at pedagogical conferences, teaching handbooks or other pedagogical materials, teaching consultants, mentoring programs, videotaping of teaching, faculty orientation activities, instructional evaluation programs or other similar interventions that will involve a significant proportion of the unit's full-time faculty in curricular reform or activities designed to improve teaching. Part-time faculty should be included wherever appropriate. Creativity and experimentation are encouraged, but the Council also welcomes departmental use of techniques proven effective elsewhere. Department or colleges may work together and may share resources.

Distinguishing features of this program, in contrast to other University programs, are that:

1. It focuses on collaborative activities at

the departmental level rather than on individual initiatives;

2. It provides a sizable grant that can be expended over a two year period, rather than being confirmed to a single fiscal year; and
3. It directly supports instructional improvement activities, rather than addressing needs for additional equipment, materials, or staff.

This program may not be used to support leaves of absence, individual membership dues, or expenses associated with faculty member's personal efforts to obtain either a degree or advanced substantive knowledge in their fields of teaching. This program also may not be used to purchase laboratory equipment and supplies, computers, or other durable items, or to compensate DePaul faculty for service rendered.

Competitive Research Grants

Purpose

Competitive Research Grants provide up to \$2,500 each to defray out-of-pocket expenses (compensation for full-time faculty and staff or replacements is an ineligible category). This grant is associated with research projects or creative endeavors likely to result in some form of scholarly publication or artistic presentation, and leads to external funding or directly fosters further inquiry. The program exists to encourage faculty and staff members to engage in scholarly and creative activities and service that enhance their professional growth in their fields. DePaul supports this program, and the others of the University Research Council, in the belief that the vitality of the faculty is essential to its success in serving students and the community.

Eligibility

All full-time faculty and full-time administrative staff members of DePaul University are eligible to submit proposals, including recipients of

previous Competitive Research Grants or Leaves who have no end-of-project report overdue. Emeritus faculty who have served ten or more years in a full-time capacity at DePaul and are not employed by another college or university are eligible to apply.

Review Process

Applications are made directly to the Council, without mandatory prior review by chairs, deans, or directors. Applications are reviewed without reference to any applicant's identity, and it is the applicant's responsibility to remove identifying information from any accompanying material. It is wise to consult with chairs or deans about one's overall plans for professional development.

Research Conference Program

Introduction

Through the Research Conference Program, the University Research Council helps to defray the costs of selected research-related conferences hosted by DePaul. The Council will consider requests for subsidies of up to \$4,000 per event. This program is intended to supplement, not replace, other sources of support, such as registration fees, departmental funds, association subventions, and foundation grants.

Applications may be submitted at any time between September 1 and May 1 for events scheduled to occur within eighteen months of the application date. Support may be sought to help cover out-of-pocket expenses anticipated by a department, research center, or other internal group of faculty desiring to host a scholarly conference or research colloquium at the University. Events must take place on or near one of the DePaul campuses and must be open (subject to customary registration) to interested members of the University community, as well as to scholars and practitioners from outside. In judging requests for support, the University Research Council will give priority to events that involve a

substantial number of DePaul faculty and external scholars, both as presenters and as attendees.

Events may center on any academic discipline, professional field, or research topic of interest to DePaul faculty. Also acceptable are proposals for scholarly events that directly explore facets of the University's mission. Requests must demonstrate a link between the programs or priorities of the University and the proposed conference; the Council is unlikely to fund any event for which DePaul's main function is merely to provide a site or logistical support. It is desirable but not required that funded events offer learning opportunities for students. Funded events must be of a nature and quality that will bring academic credit to the University.

This program is intentionally competitive. The Council will review funding requests first on the basis of comparative academic merit and then, if warranted, on the basis of budgetary considerations. The Council may elect to fund all, none or part of any proposal.

Eligibility

All full-time faculty and full-time professional staff of the University are eligible to apply. No more than one proposal per person may be submitted at any one time, including joint proposals.

Travel Expenses

Policies

The University provides each academic unit with a travel budget to support faculty participating in meetings of learned societies. Top priority for travel support belongs to the faculty member who presents a paper, serves on a panel, acts as an officer of the society, represents the University (on the authority or request of the chair or dean) in recruiting faculty, or serves in another official capacity. Travel support is provided only from travel funds within the budget of the academic

unit and upon the approval of the chair or dean, who is responsible for the distribution of these travel funds among the faculty who travel in an official role. Depending on the amount of money available in the travel budget and the demands for these funds, the faculty members may receive partial or no support.

Travel compensation may be given for national or regional meetings. For meetings in the metropolitan Chicago area, support is limited to such incidentals as registration fees. In all instances, the University reimburses actual expenses for allowable items.

Faculty who attend meetings without taking one of the active roles listed above are usually expected to cover their own expenses. However, if travel funds remain in the budget, the chair or the dean may approve support for not more than half of the travel expenses.

Faculty members are encouraged to plan travel as far in advance as possible and to keep chairs and deans advised to these plans before budgets are prepared.

Faculty are encouraged to obtain an American Express Corporate Card and to use the University-appointed travel agent for making airline reservations.

The University does not prepay any expenses for travel; registration fees, however, should be prepaid through the Accounts Payable department. A cash advance of up to \$100 per trip may be obtained at either cashier's office by charging it to the American Express Corporate Card.

Questions regarding travel policy and procedures may be addressed to the Travel Coordinator, Accounts Payable.

Reimbursable Expenses

Subject to the policies regulating authorized travel, for all approved trips, the University will

reimburse according to the following policies:

Air Travel

All airline, rail, and bus reservations must be made through the University-appointed travel agency. Less than first class air travel is the standard air accommodation used by DePaul travelers. The University does not reimburse for first class travel. The traveler is encouraged and expected to take advantage of economy or special rates whenever possible. The University does not reimburse for flight insurance.

Automobile

Reimbursements to the rate allowed by the Internal Revenue Service may be given for use of a private automobile, though usually not in excess of equivalent air fare. For trips of a reasonably short distance, a rented car should be used when it is the most economical mode of transportation. The University carries no insurance and assumes no liability for the use of a personal or rented car for approved travel.

Other Expenses

The University will reimburse: a reasonable amount for comfortable room accommodations; the actual costs of meals, unless the cost of meals is included in registration fees; and other reasonable expenses such as local transportation.

Procedures

The first step in planning any travel is to consult with the dean and/or department chair to determine if sufficient funds are available in the travel budget to support the trip.

Call Accounts Payable with total estimated expenses for the trip, and receive an authorized travel number.

Complete the Travel Approval Request form and have the academic unit's manager sign it. These

are to be submitted to the Travel Coordinator, Accounts Payable as soon as possible, but no later than, seven working days prior to the start of the trip. No payment will be made without this form.

If airline reservations are made through the University-appointed travel agent, tickets will be delivered to Accounts Payable (for those who work downtown) to the Cashier's Office at Lincoln Park. Such airline tickets will not be disbursed unless the Travel Approval Request form has been approved and returned to the Accounts Payable Office.

The Travel Expense Report is to be completed and submitted to the Travel Coordinator within five working days after the return from the trip. The originals of airline tickets, hotel bills and either the soft copy of the American Express charge reports or receipts should be attached. The University must have a receipt for any meal or transportation expense over \$25.00. Copies of both front and back of personal checks must be provided when using them as a receipt. The department chair or other authorized travel budget manager must approve the expense report before submission.

Reimbursement checks will be sent by U.S. mail to the traveler's home.

Exceptions to travel policy must be requested in writing to, and approved by, the Accounts Payable Manager before any such arrangements are made.