

LAFAYETTE COLLEGE

Office of the Provost

TO: All Faculty
FROM: John Meier, Provost
DATE: September 26, 2019
RE: Support Available to Faculty

With the 2019-20 academic year upon us, you may wish to review opportunities to request support for curricular and pedagogical development and for faculty research.

Many of the requests that come to our office can now be made via an [on-line submission form](#). You should use this form if you are interested in receiving funding in any of the following areas:

ASSESSMENT GRANTS

Faculty who would like to purchase assessment related materials, develop a new assessment initiative, or attend and participate in assessment workshops in order to improve student learning in their courses or programs are eligible for assessment grants. Interested faculty should submit a short proposal describing the purpose of the funding being requested. Contact *Markus Dubischar*, Associate Dean of the Curriculum (x5070 or email [dubischi](#)) if you have any questions.

CURRICULAR DEVELOPMENT

Through a variety of funding sources, the Provost's Office is able to provide support for curriculum development projects. Interested faculty should submit a request that includes a description of the project and its intended impact. In most cases we will ask for an evaluation and endorsement of the project by the Department Head or Program Chair. It is expected that each recipient will submit a brief report of the results of his/her work to the Associate Dean of the Curriculum within six months of the end of the development period. Contact *Markus Dubischar*, Associate Dean of the Curriculum (x5070 or email [dubischi](#)) if you have any questions.

PEDAGOGICAL DEVELOPMENT

Through the Center for the Integration of Teaching, Learning, and Scholarship, we are able to provide support for pedagogical development projects. Interested faculty should submit a request that includes a description of the project and its intended impact. It is expected that each recipient will submit a brief report of the results of his/her work to the Associate Dean for Faculty Support within six months of the end of the development period. Contact *Tracie Addy*, Associate Dean for Faculty Support and Director of CITLS (x5969 or email [addyt](#)) if you have any questions.

DIVERSITY INITIATIVE GRANTS

Faculty wishing to revise courses in order that we might achieve a more inclusive curriculum or who have initiatives that would support diversity, equity, and inclusion more broadly, should submit a request via the form linked above. Such awards are typically \$1,000 or less, but initiatives that would require resources beyond this level will be considered. Contact *Jamila Bookwala*, Dean of the Faculty (x5070 or email [bookwalj](#)) if you have any questions.

The Academic Research Committee is responsible for the allocation of most of Lafayette's internal funding for research. This includes all of the items listed below. The Academic Research Manual contains additional information about these opportunities and deadlines for applications. A link to the manual and to the individual application forms can be found on the [Research Support](#) pages. For additional information, please contact *Tracie Addy*, Associate Dean for Faculty Support and Director of CITLS (x5969 or email addyt) if you have any questions.

EXCEL SCHOLARS PROGRAM

Under Lafayette's EXCEL Scholars Program, a faculty member may apply for a student collaborator to help with his/her research. For details, see the [Academic Research Manual](#). Faculty also may apply for a research assistant to help with research (see below).

FACULTY RESEARCH AND ADVANCED STUDY GRANTS

Research Grants may cover equipment, supplies, specialized library materials (including microfilm and database search costs), travel for research, research assistants, and other specialized personnel. Advanced Study Grants are awarded to assist faculty in developing an enhanced research expertise in their own field or a related area of advanced study. Awards may cover travel and tuition expenses for faculty who attend an institute, conference, short course, or program of summer study (not in conjunction with work toward a degree). For details, see the [Academic Research Manual](#).

FACULTY RESEARCH FELLOWSHIPS

Two competitive Faculty Research Fellowship programs, one established by the Richard King Mellon Foundation in 1963 and the other established by Walter A. '59 and Catherine R. Scott in 2016, provide \$5,000 professional development funds to support faculty research over a two-year period. For a description of these two fellowship programs and their relevant criteria, see the [Academic Research Manual](#).

RESEARCH ASSISTANTS PROGRAM

Under Lafayette's Research Assistants Program, a faculty member may apply for a student assistant to help with his/her research in a more limited fashion than is expected for an EXCEL Scholar. For details, see the [Academic Research Manual](#).

Many additional forms of support are available and are briefly described below.

EXTERNAL RESEARCH GRANTS

Faculty interested in applying for external support for their research should discuss opportunities with the Director of Sponsored Programs and seek assistance with grant and fellowship proposals, including proposals related to enhanced sabbaticals and research leaves. For information on assistance securing external funding, please consult the [Sponsored Research](#) page and contact *Mary Ellen Jackson*, Director of Sponsored Research (x5029 or email jacksmar) if you have ideas for proposals or any questions about the process.

FIRST-YEAR SEMINAR

Faculty who wish to develop a First-Year Seminar are eligible for a \$3,200 course development grant, which is paid with the expectation that the new course be taught at least twice. Such a grant comprises a \$600 stipend that is conditional upon attendance at a spring course development workshop and the August FYS pedagogy conference. The remaining \$2,600 of the grant is paid in two installments, each preceding the respective first two offerings of the course. In addition, faculty teaching in the First-Year Seminar Program have available a \$950 budget to be spent for course development (e.g., to purchase books or other materials, not to exceed a total of \$300), and for co-curricular activities, for an amount not to exceed the \$950 budget minus any funds that are used for course development. Faculty wishing to discuss possible courses before applying must contact Professor *Bianca Falbo* Director of the First-Year Seminar Program (x5243 or email falbob) before February 1.

INFORMATION LITERACY GRANTS

The Information Literacy Grants (\$1,500), sponsored by the Provost's Office and the College Libraries, are given out each spring to faculty who wish to add an information literacy component to one of their upper level classes. The goal of these grants is to encourage faculty to develop classes in which students have repeated opportunities to build information literacy skills and learn how information is created, disseminated, and organized in a discipline. Contact *Lijuan Xu*, Associate Director of Research and Instructional Services (x5152 or email xul).

OPEN EDUCATIONAL RESOURCES AND AFFORDABILITY INITIATIVE

The Open Educational Resources and Affordability Initiative encourages alternatives to high-cost textbooks and course materials at Lafayette. The program supports faculty who want to make the transition to low cost alternatives by providing grants of up to \$1,000 and assistance for reworking course syllabi or creating new free materials. More information is available at <https://library.lafayette.edu/oer/> and *Ben Jahre*, Head of Electronic Resources, Skillman Library (x5631 or email jahreb) can answer any questions you may have.

RESEARCH LEAVES

To each Assistant Professor, the College makes available a one-semester research leave normally following the mid-term review. See the [Faculty Handbook](#), Chapter 6, Section 6.1.15.2 for further information and contact *Michelle West*, Executive Assistant to the Provost (x5097 or email westml) if you have any questions.

SABBATICAL LEAVES

A tenured faculty member is eligible to apply for a sabbatical leave. See the [Faculty Handbook](#), Chapter 6, Section 6.1.15.1 for further information and contact *Michelle West*, Executive Assistant to the Provost (x5097 or email westml) if you have any questions.

TEACHING WITH TECHNOLOGY GRANTS

Information Technology Services offers grants up to \$5,000 to encourage and financially support those interested in exploring new pedagogical strategies augmented by technology to help improve their teaching. See [Teaching with Technology Grants](#). Contact *Jason Simms*, Manager of Research and High-Performance Computing (x5632 or email simmsj) for additional information.

TRAVEL TO PROFESSIONAL CONFERENCES

Funds are available for faculty to attend and participate in meetings of professional societies; support also is available for attendance at one conference for professional development of scholarship. See *Faculty Handbook*, Section 6, and the memo on [Faculty Travel Procedures](#). For support to attend a pedagogical or curricular development conference, please refer to the above sections on *Curricular Development* and *Pedagogical Development*. Contact *Tracie Addy*, Associate Dean for Faculty Support and Director of CITLS (x5969 or email addyt) for additional information.