



2023-2024

FACULTY DEVELOPMENT HANDBOOK

Thorpe Center for Curricular and Faculty Development

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Faculty Development Committee and Council for Excellence in Teaching and Learning

2023-2024 Master Calendar of Deadlines

Submission procedures:

All ASD and CPD proposals should be submitted electronically to fdc@iwu.edu.

All CD and ID proposals should be submitted electronically to cetal@iwu.edu.

All other forms should be submitted electronically to thorpe@iwu.edu or via campus mail to Holmes 200.

The deadline for all proposals is 4:00 p.m. CST

Late or incomplete proposals will not be considered.

August 15, 2023	ASD and CD grant applications due (first review period).
September 20, 2023	First round of ID grant applications due. (Deadlines are the 20 th of each month [or the first weekday thereafter] from September through March of each academic year.)
October 2, 2023	<ul style="list-style-type: none"> ● Faculty reading group proposal due (fall semester). ● Faculty Scholarship Circle Proposals due (fall semester).
October 16, 2023	<ul style="list-style-type: none"> ● ASD and CD grant applications due (second review period). ● Sabbatical Leave, and Pre-Tenure Applications for leaves that will occur in the 24–25 academic year due to the applicant's supervisor.
November 1, 2023	<ul style="list-style-type: none"> ● Sabbatical Leave, and Pre-Tenure Leave applications for leaves that will occur in 24-25 academic year are due to FDC (fdc@iwu.edu). ● Reports on all ASD and CD grants received in 2022-2023 due in the Thorpe Center (thorpe@iwu.edu). (NOTE: If a grant is still in progress as of November 1, applicants should submit a progress report.) ● Reports for sabbatical and pre tenure leaves taken in 2022-2023 are due in the Thorpe Center (thorpe@iwu.edu)
November 28, 2023	Applications to be the faculty leader for Technos International Week to be submitted to Sarah Van Alebeek in the International Office.
February 1, 2024	<ul style="list-style-type: none"> ● Faculty reading group proposal due (spring semester). ● Faculty Scholarship Circle Proposals due (spring semester).
February 15, 2024	ASD and CD grant applications due (third review period).
April 1, 2024	Request to Defer Sabbatical Leave applications due in Thorpe Center (thorpe@iwu.edu). (April 1 st or the first weekday thereafter.)
April 22, 2024	Faculty Scholarship Circle Proposals due (summer)
July 5, 2024	Last day to submit expense vouchers or reimbursement requests to the Thorpe Center for payment from the 2022–23 fiscal year.

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Overview

This handbook is designed to provide information about the faculty development opportunities available at Illinois Wesleyan University (IWU). The programs described here are classified as standard professional travel, grant, course release, and leave programs. While, in general, all the programs described have a goal to promote the continued development of the individual faculty member and of IWU's curricular programs, different programs have different areas of emphasis.

Some grant programs focus on providing for expenses related to research or scholarly and artistic activity, including direct stipends to faculty and wages for student research assistants, while others support curriculum development.

A total of \$60,030.00 was awarded for faculty development grants. The following grant funds were awarded by the university in 2022–23 for faculty support:

- **\$36,300.00** to support **11** faculty Artistic/Scholarly Development (**ASD**) grants;
- **\$1,740.00** to support **2** faculty Continuous Professional Development (**CPD**) grants;
- **\$20,000** to support **10** Curriculum Development (**CD**) grants; and
- **\$1,490.00** to support **3** Instructional Development (**ID**) grants
- **\$500.00** to support **2** AI Assignment Development/Revision grants (CETAL)

Members of the Faculty Development Committee (FDC) and the Council for Excellence in Teaching and Learning (CETAL) are involved in evaluating almost all internal grant and leave proposals. To avoid a conflict of interest, an FDC or CETAL member who has submitted a grant or leave proposal or who has written an evaluative letter for a colleague's proposal must excuse themselves during the committee's deliberations on that proposal. All grant and leave programs are administered through the Thorpe Center for Curricular and Faculty Development.

A NOTE ON FACULTY DEVELOPMENT FUNDS: The total funds for all faculty grant programs (ASD, CD, CPD, and ID) and faculty development programming will be shared by FDC and CETAL, with oversight provided by the Associate Dean for Curriculum and Instruction and the Associate Dean for Scholarly and Creative Work. At the beginning of each academic year, the Associate Deans will communicate the total funds available to the chairs of FDC and CETAL. The chairs will be responsible for maintaining budget records for all expenditures related to grant programs and faculty development programming and sharing those records with the Associate Deans. Each committee will be given half of the total available funds to allocate for grants and programming at the beginning of the fiscal year. Before the final grant review period, the Associate Deans will review the expenditures of each committee and work collaboratively with the chairs of FDC and CETAL to determine whether funds need to be shifted between committees to best serve faculty development needs given the applications for each grant program. If,

for instance, there are a greater number of requests for ASD funds than CD and ID funds, and CETAL has not awarded all of the allotted monies for its grant programs, funds may be shifted to permit the award of as many meritorious internal grants as possible. The decision to reallocate funds ultimately rests with the Associate Deans. A minimum of \$65,000 will be reserved annually for internal grant programs. Additional funds for the grant programs may be available depending on supplemental funding provided by the Provost.

A variety of leave and course release programs are also available, the most common of which is the Sabbatical Leave Program. In an effort to address the needs of both junior and senior faculty, the eligibility requirements vary among these programs. Details of all leave programs can be found later in this handbook.

Key Changes to the 2023-2024 Handbook/Reminders

- **The Mellon Center has been rebranded as the Thorpe Center. The offices of the Associate Dean for Curriculum and Instruction and the Associate Dean for Scholarly and Creative Work are in Holmes 200. The email address for contacting the Thorpe Center is thorpe@iwu.edu (emails sent to the previous Mellon Center email address will be forwarded). All communications to Associate Deans should be sent to Holmes 200 or via email. A new physical space for faculty fellowship, development, and collaboration exists in Thorpe Center for Faculty Development on the third floor of Ames Library (Ames 300). A conference room (Ames 301) is available for group and committee meetings that can be reserved in 25Live.**
- **Faculty travel funds were increased in 2022-2023 and some processes related to the management of funds changed at that time. Please see pg. 10-13 for updated information.**
- **A process for requesting additional travel funds beyond the standard allotment and supplements has been established (see pg. 10-13).**
- **Travel funds for Instructional Staff have been increased to be in parallel with funds available for Tenure-Track Faculty.**
- **Maximum per diem was increased \$75; Maximum hotel reimbursement was increased to \$300/night.**
- **Please note that Faculty Travel Request forms must be submitted BEFORE University-related travel in order to ensure that the travel is covered by University insurance. If the travel is international, it is additionally necessary to contact the International Office (Sarah Van Alebeek, Director, svanaleb@iwu.edu) to sign up for the University travel registry to ensure international travel insurance eligibility.**
- **Many forms have been updated. Please see the Thorpe Center's website for fillable pdfs for all necessary forms.**

- FDC has introduced a 2-year grant option for ASD grant funds. Please see pages 17-21 for details.
- Language has been clarified regarding the closing of internal grants (ASD, CD, CPD, and ID). In general, grants are closed at the end of the fiscal year in which they were awarded unless alternate arrangements are made with the appropriate Associate Dean for the grant mechanism.
- As a reminder, the University does not reimburse sales tax for some items. To avoid the payment of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
- The sabbatical leave program has been adjusted slightly. The number of leaves available each year will be limited to 1/7 of eligible faculty members (those with 7 years minimum length of service to the institution). Details can be found on page 40.

2022-2023 Grant and Leave Recipients

Artistic and Scholarly Development (ASD) Grants

Carmela Ferradáns	World Languages, Literatures and Cultures
Michelle Gibbs	School of Theatre Arts
Brian Law	Computer Science
Edgar Lehr	Biology
Carolyn Nadeau	World Languages, Literatures and Cultures
Lisa Nelson	School of Music
Ilia Radoslavov	School of Music
Dan Roberts	Math
Liang Sun	Business
Chris Sweet	Ames Library
Jason Themanson	Psychology, Neuroscience

Curriculum Development Grants

Andy Engen	Philosophy
Carmela Ferradáns	World Languages, Literatures and Cultures
Chisato Kojima	World Languages, Literatures and Cultures
Leigh Moon	Accounting
Carolyn Nadeau	World Languages, Literatures, and Cultures
Lisa Nelson	School of Music
Brandi Reissenweber	English
Tyler Schwend	Biology
Greg Shaw	Political Science
Kevin Sullivan	Accounting

Continuous Professional Development Grants

Leigh Moon	Accounting
Marie Nebel-Schwalm	Psychology

Instructional Development Grants

Lucia Luna Victoria Indacochea	Political Science
Kate Neally	Educational Studies
Mandy Vicary	Psychology

AI CETAL Grants

Josh Lowe	School of Art
Greg Shaw	Political Science

Junior Faculty Leave

Michelle Gibbs (<u>Gardner Awardee</u>)	School of Theatre Arts
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Sabbatical Leave

Maggie Evans	Educational Studies
Will Jaeckle	Biology
Narendra Jaggi	Physics
Rob Kearney	Business
Edgar Lehr	Biology
Mark Liffiton	Computer Science
William Munro (<u>Gardner Awardee</u>)	Political Science
Carolyn Nadeau (Full Year)	World Languages, Literature, and Cultures
Adriana Ponce	School of Music
Tyler Schwend	Biology
Andrew Shallue	Computer Science
Chris Sweet (Full Year)	Ames Library
Mike Theune	English

Loni Walker	Biology
Aaron Wilson	Environmental Studies

Thorpe Center Mission Statement

The purpose of the Thorpe Center for Curricular and Faculty Development (the Thorpe Center) is to provide the facilities, programs, and resources necessary to support the Illinois Wesleyan faculty's work as scholars, teachers, and developers of curriculum. The Thorpe Center promotes self-reflection and the sharing of views and experiences among faculty, particularly on the theory and practice of teaching, course development, and academic program design. The Thorpe Center seeks to achieve its purpose by providing a variety of services and programs, including teaching, pedagogy, and course development seminars, featuring leaders from on- and off-campus. In addition, the Thorpe Center provides the following resources:

Financial Support

- annual, noncompetitive travel and expense funds for full-time faculty to attend professional meetings, do field research, or otherwise engage in professional development to benefit their scholarly and creative work or pedagogy.
- course, program, and instructional development grants for individual faculty members and groups of faculty
- grants for individuals' artistic and scholarly development projects leading to a publication, exhibition, or performance
- travel support for faculty attending and participating in selected national or regional conferences related to teaching or scholarly research/creative work
- support for faculty reading groups as well as faculty scholarship circles

Communication

- informal lunch discussions of classroom practices and experiences
- formal & informal orientation programs for first-, second-, and third-year faculty
- support for faculty interested in incorporating technology into their coursework

Information Resources

- sources of information on issues, initiatives, and trends related to college teaching and the undergraduate curriculum nationally
- a repository for syllabi and sample assignments from Gateway and May Term courses
- books, monographs, newsletters, DVDs, and periodicals on teaching and curriculum development, housed in the Ames Library
- books, periodicals, and literature on teaching and curriculum development, housed in the Thorpe Center

Other

- other programs or services responsive to faculty needs and requests

The Thorpe Center's activities are coordinated by the Associate Deans, in cooperation with FDC and CETAL.

Standard Professional Travel and Development Opportunities

All documentation related to reimbursement for professional travel and development funds should be submitted to the Associate Dean for Scholarly and Creative Work via email (thorpe@iwu.edu) or campus mail (Holmes 200). Fillable forms referenced throughout this Handbook can be found on the Thorpe Center website under “Thorpe Documents and Forms”).

Standard Allotments and Supplements

- IWU offers support during the academic year for the reimbursement of expenses related to professional development. This budget, with the exceptions noted below, is administered through the Thorpe Center. The Provost and the Associate Dean for Scholarly and Creative Work, in consultation with the FDC, determine the standard amounts for which a full-time faculty or instructional staff member may be reimbursed for various activities, as well as maximum amounts for lodging and meals. Reimbursement for automobile mileage follows standard reimbursement rates determined by the Internal Revenue Service.
- We ask that Endowed Professors exhaust their annual endowed funds before requesting professional travel funds. If the Endowed Professor intends to use annual endowment funds for another purpose (either within a given fiscal year or across more than one fiscal year), an explanation should be provided with the Faculty Travel Request. Endowed Professors with large, rolling balances in their endowed accounts who do not provide a rationale with their Faculty Travel Request may be denied funds.
- These funds can be drawn upon from **August 1, 2023** through **July 4, 2024**. Applicable travel requests received **after** this date will be processed against the next fiscal year.
- Funds beyond the standard allotment and supplements may be available upon request. Faculty and instructional staff should submit a request for additional funds in writing to the Associate Dean for Scholarly and Creative Work indicating how much is being requested, for what purpose, and with appropriate documentation (including receipts). After the fiscal year processing deadline (July 4), the Associate Dean for Scholarly and Creative Work will allocate any remaining funds in the faculty travel budget based upon written requests received throughout the year. Priority for additional funding will be given first to junior faculty to support travel related to professional presentations/performances/development, then to faculty and instructional staff without additional funding support (e.g., Endowed funds), and finally to faculty with additional funding that has been exhausted.

For Tenure-Line Faculty and Instructional Staff:

- **Standard Allotment:**

\$850 standard allotment to a tenure-line faculty or instructional staff member for professional development activities (i.e., field research, travel to a conference, short course attendance and so forth) or for membership(s) in a professional society.

- **Standard Supplement:**

\$1000 *standard supplement to a tenure-line faculty or instructional staff member for *formal participation* at a *domestic* conference, performance, or exhibition in a professional venue, or attendance at a conference at which they have a leadership role in the sponsoring organization,

- OR -

\$1,450 *standard supplement to a tenure-line faculty or instructional staff member for *formal participation* at an *international* conference, performance, or exhibition in a professional venue, or attendance at an international conference at which he/she has a leadership role in the sponsoring organization.

For Visiting Professors:

- **Standard Allotment:**

\$600 standard allotment for a full-time visiting faculty member.

- **Standard Supplement:**

\$200 *standard supplement for a full-time visiting member for *formal participation* at a conference, performance, or exhibition in a professional venue, or attendance at a conference at which he/she has a leadership role in the sponsoring organization.

Expense Restrictions and Limitations

1. Faculty/Instructional staff may charge no more than three professional memberships against their standard allotment each year.
2. Mileage: The rate of mileage reimbursement is based on IRS guidelines and therefore subject to change throughout the year. The most current rate is always posted online in the **** Travel Expense Voucher**, which can be found on the [Business Office website](#).
3. Maximum **\$75** per day for food (itemized original receipts *required* for reimbursement).
4. Maximum **\$300** per day for lodging (itemized original receipts *required* for reimbursement).

* In order to receive **standard supplement funds**, the Thorpe Center requires documentation confirming formal participation, i.e., an invitation/acceptance letter or email, a copy of the program, etc. The Thorpe Center **must have the documentation in hand** before allocating a standard supplement.

** Always use the current **Travel Expense Voucher** on the Business Office Website; pre-printed vouchers often have old, outdated mileage rates.

5. To avoid the payment of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).

- **IWU Policy on the Authorized Use of Tax Exemption Number and Letter:**

The University's federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.

For additional information on sales tax and what does and does not qualify for reimbursement, please contact the University Business Office (3022).

- All reimbursements *require* original, itemized receipts accompanied by the proper [Business Office Accounts Payable](#) form (found on the Business Office website).
- To ensure the quickest turn-around time on reimbursement checks, please refer to the **Appendix** at the end of this handbook for detailed instructions on processing a reimbursement request.

Note: Reimbursements submitted incorrectly or incompletely will be returned to the requestor without review.

Requesting Approval for Professional Development Funds Prior to Travel

- *Faculty Travel Request*
 - An individual requesting to use some or all of their standard and supplement allotments must submit a [Faculty Travel Request](#) form to the Thorpe Center (thorpe@iwu.edu) **prior to travel**. Please note that, as stated in the Faculty Handbook, "reimbursement for travel that was not **pre-approved** will only take place if a surplus remains in the travel budget at the end of the fiscal year." Also of note, the Faculty Travel Request form is required to ensure that IWU insurance will cover you while traveling on University business. Failure to file the Faculty Travel Request form may compromise coverage.
 - The Faculty Travel Request form, available for downloading and printing, is posted online at the [Thorpe Center's website](#).
 - All travel requests must have the department head/supervisor's signature. Submit the completed request to the Thorpe Center (thorpe@iwu.edu) **prior** to travel. An

approved copy of the request, signed by the Associate Dean of Scholarly and Creative Work, listing the total balance approved by the Thorpe Center, will be sent via email to the requestor.

- Because attendees pay in advance, it is *essential* to first submit the Faculty Travel Request form and receive the approved copy showing the available balance before making any purchases.
- *Travel and State Department Advisories*
 - The scholarly interests of some faculty members occasionally require travel to countries on the U.S. State Department's Warning List. That list is available at: <http://travel.state.gov/content/passports/english/alertswarnings.html>
 - For international travel,
 - Faculty **must** contact the Associate Deans regarding the possibility of university-supported travel to countries with level 3 or 4 warnings prior to any travel.
 - Please consult with the International Office regarding resources related to travel insurance and risk management. Use [this link](#) and click 'Apply Now' to enter the Individual Travel Registry. Please note that registering is required to ensure coverage by IWU's international travel insurance while abroad.
 - Please contact ITS before your travel to ensure that multifactor authentication will work properly overseas. SMS text messaging for multifactor authentication does not work in all countries/regions. It is recommended that faculty use the Duo authentication app. Alternatively, a dongle can be requested from ITS.

Requesting Reimbursement Across Fiscal Years

- Travel and Development funds do not carry over fiscal years. If unused, they return to the Academic Affairs budget. There is **one exception** to this rule. *Some* travel funds from two fiscal years may support the same development opportunity. Funds from the preceding fiscal year may reimburse expenses **paid** in the current fiscal year for the prospective travel, so long as the criteria below, along with the standard criteria for a reimbursement request are met.
- First, one must complete a [Faculty Travel form](#) for the proposed travel, which in this instance, would take place in the next fiscal year. Individuals must have funds remaining in their **standard allotment** for the current fiscal year. If the current fiscal year's standard allotment funds have been used up, then the travel will be reimbursed against the next fiscal year (as applicable).
- Next, assuming funds remain in their standard allotment, one must encumber those funds through the advance payment of expenses associated with the prospective travel. There are two important qualifiers to this:

- 1) **standard supplement** funds **cannot** be used prospectively, as they are specifically reserved for *formal participation*, and thus can only be paid out *after* that participation has actually taken place, and
 - 2) reimbursements cannot be made against *reservations*, etc. Funds must be paid (i.e., you have a receipt in hand). Examples of travel expenses that may be paid in advance include conference registrations (which are often paid well in advance), flights, hotel rooms (not reservations, but actual payment), etc.
- Once the individual has paid these expenses, they may seek reimbursement against any remaining standard allotment funds, up to but not exceeding \$850, so long as all the reimbursement criteria noted above (and in particular the **current fiscal year's deadline**) are met. Otherwise, these expenses will be drawn against the next fiscal year's travel allotments (as applicable).
 - Arrangements for reimbursements that cross fiscal years *must* be submitted to the Associate Dean for Scholarly and Creative Work for approval no later than **the 2nd Friday in June**. Requests after this date will not be considered for use of funds across fiscal years, but will remain eligible for use against the next fiscal year's travel allotment (as applicable).

Additional Sources of Support available through the Provost's Office

- *Administrative Travel*
 - In addition to funding the professional development of individual faculty members, the University also supports faculty who must travel for administrative purposes. The Provost presides over all administrative travel funds, including those for new faculty recruitment, program development, or exploration of designated institutional interests. Faculty traveling for these purposes must obtain prior authorization from the Provost's office (X3101 or provost@iwu.edu). Budgets designated for these purposes are entirely separate from the budgets for individual professional development described in this *Handbook*.
- *Support for Student Travel for Scholarship, Presentation, or Performance*
 - IWU also offers modest travel support for students whose research or creative work requires travel or who are presenting their work off-campus at conferences or in other significant venues such as public concerts or galleries.
 - Support is limited to Junior or Senior students with well-defined research/artistic programs that are supervised by members of the faculty. The budget pool is \$6,000, with an annual per-faculty limit of \$1,000. Funding limits per student are up to \$200 for travel within a 250-mile radius of Bloomington-Normal or up to \$400 for travel outside the 250-mile radius. This system enables a faculty member to support the travel of five students at \$200 each, or, for example, ten at \$100 each (if enough students qualify and are working collaboratively with the Professor), or two students at \$400 each for travel outside our area, or other such variations. The Provost will consider requests for higher amounts per student on a case-by-case basis; relevant factors will include the distance from IWU to the destination, the length of the proposed stay, and how expensive an area the student will be visiting. The annual per faculty limit will be observed in these cases unless a well justified case for exceeding the limit is made.
 - The student is responsible for completion of a [Student Travel Request](#) form (which can be obtained from the Office of the Provost) in consultation with their Faculty Mentor. If a student will be presenting scholarly or artistic work, a description of the event and a copy of the program in which the session, performance, or exhibition appears should be provided. The student must also submit, if available, a copy of the acceptance letter from the event organizer. The form and its attachments should then be given to the faculty sponsor for approval, who will forward them to the Provost's Office with the faculty sponsor's brief letter of support.
 - Upon return, funds can be claimed by following the reimbursement process for all Thorpe Center transactions. (See **Appendix** for detailed reimbursement instructions.) Once the reimbursement is ready for submission, it is then given to the Office of the Provost, who will review, approve, and process the reimbursement.

- University policy permits reimbursement for mileage, airfare, or other transportation; meals; conference registration; and lodging. *Please note that all reimbursements require original, itemized receipts accompanied by the proper [Business Office Accounts Payable](#) form (found on the Business Office website).*

Artistic and Scholarly Development (ASD) Program

General Program Description

The ASD program assists the enrichment and renewal of individual faculty members by supporting a professionally significant artistic or scholarly activity. Grants are awarded on a competitive basis. The FDC strongly encourages faculty from all disciplines to apply. Faculty may apply for one or two years of funding, depending on the nature of their project.

Required forms can be found on the Thorpe Center website under “Thorpe Documents and Forms”). Submit [ASD applications](#) to the FDC at fdc@iwu.edu. [Exemplary proposals](#) can be found on the Thorpe Center Website.

Program Parameters, Eligibility, and Priority

- The maximum single-year grant award is \$3,500 for an individual or \$5,500 for a joint proposal from two or more faculty members; **only one ASD grant per eligible faculty member per academic year will be awarded.**
- The maximum two-year grant award is \$7,000 for an individual or \$11,000 for a joint proposal from two or more faculty members; **only one ASD grant per eligible faculty member per academic year will be awarded. Faculty who choose this option are ineligible for additional ASD grant funding until the completion of their grant term (i.e., for two years after grant receipt).**
- A detailed budget is required at the end of the proposal, and expenses, except for faculty stipends, must be documented after completion of the activities. Reimbursement requests should correspond closely to the budget submitted with the proposal.
- Proposals to support attendance or participation of faculty in professional meetings (e.g., giving papers, presiding over sessions, etc.) are not eligible for funding by the Artistic/Scholarly Development Program except when conference participation is crucial to achieving the end product stated in your proposal. Travel requests within ASD Grant proposals must explain how the travel and/or participation in a conference is a valuable part of the scholarly/creative process rather than the practicality of routine conference participation because funding for routine participation in meetings is available through the standard professional travel and expense fund administered by the Associate Dean for Scholarly and Creative Work and is described earlier in this *Handbook*.
- Awards are intended to cover expenses to be incurred during the fiscal year(s) of the grant award (which ends July 31); anticipated difficulties in meeting the **July 4 (of the year the grant expires)** deadline to submit receipts for reimbursement should be discussed with the Associate Dean for Scholarly and Creative Work. It may be possible in some cases to extend the period during which grant funds can be spent. Note that the general practice is for grant funds to be swept at the end of the fiscal year in which the grant was awarded, unless the grant was awarded as a two-year grant or during the third grant review cycle of the year, which is automatically rolled over for one fiscal year.

- Grants cannot be used to cover expenses for research undertaken in fulfillment of degree requirements.
- Except as noted here, all tenured and tenure-line faculty are eligible for an ASD grant. Because their scholarly and artistic energies should be devoted to completion of their graduate training, faculty who have not yet completed the appropriate terminal degree required for appointment to the rank of Assistant Professor or higher are not eligible for ASD funding.
- Funding must be used for the specified project for which funding was requested, and cannot be used to fund projects not described in the awarded proposal.

Criteria for Evaluation of ASD Grants

The FDC will review and recommend those projects judged to be most meritorious for full or partial funding depending on availability of funds. The proposal should be skillfully written, with the following criteria in mind:

- Proposals should be comprehensible to the non-specialist in order to allow FDC members to equally assess the quality, significance, and feasibility of the project.
- Applicants should emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to the scholarly/artistic community.
- Requests for electronic equipment, such as laptops and tablets, should be clearly justified with respect to project needs and efforts to obtain the best possible price.
- Technical or discipline-specific content and references, if any, should be included in an appendix or footnotes.
- A qualifying artistic/scholarly endeavor must be intimately and directly tied to some planned end product(s). A clear end product such as a journal article, a book chapter in an edited volume, a presentation at a conference, or a performance must be identified. NOTE: The FDC recognizes that often research projects continue over the course of several years. While the FDC will consider continuing research projects as new goals and directions emerge, continued funding for a project with the same end product, including requests for additional grants to cover publication costs, will not be provided.
- How are the project and the specified end product significant to the applicant's artistic or scholarly achievement?
- How does the project contribute to the applicant's field?
- Is the proposal narrative well-written? Is the methodology clear?
- Does the applicant have a record of completing previously funded projects?
- Will significant progress be made toward achieving the goals outlined in the proposal grant period?

- Did the applicant provide a budget and a careful explanation of its details? Requests for new resources must explain why existing resources do not meet the needs of the project.
- Although the FDC recognizes a relationship between scholarship/artistic development and teaching, ASD grants are not intended to support projects to enhance curriculum or pedagogy.
- All sections of the proposal requested in this program description and in the prescribed format should be contained within the submitted proposal

Proposal Format and Content

The submitted proposal should supply the following, in the order listed below, **with the Major Sections and Subsections clearly labeled**, using Times, Times Roman, Arial or Calibri font, 12 point, single space and a 1" margin on all sides. All pages excluding cover page and [budget page](#) must be numbered consecutively. Please follow this format closely. Proposals that do not adhere to this format may be returned without review.

- 1. Cover Page:** Please use the one-page cover provided. (See the ASD Grant application form on the Thorpe Center website.)
- 2. Summary of Project:** The summary of your project (150 words or less) should be suitable for dissemination to the Board of Trustees and the general public. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, goals, and end product of your project in this summary. (As explained in the *Submission Procedures and Timetable* section, applicants should email a MS-Word copy of this summary to fdc@iwu.edu).
- 3. Summary of Previous ASD Grants:** If applicable, list up to the last *three* ASD grants. For each grant, please give (a) title, (b) date and amount of the award, and (c) end product achieved (presentation, publication, or performance). For only your most recent ASD grant, in addition to the above information, summarize (100 words or less) what you accomplished with this grant. If your present proposal is a continuation of a previously funded ASD proposal, describe how the proposed end product is different from the previously submitted proposal. A summary report on each grant you have received must also be on file in the Thorpe Center. The FDC will not consider your present proposal, if previous ASD grant reports have not been submitted.
- 4. Narrative:** This section of the proposal cannot exceed 2,500 words in length. It should be divided into the following subsections:
 - End Product. Please provide a clear description of the end product of the project.
 - Artistic or Scholarly Significance of the Project. This section should discuss:
 - The nature of the problem to be examined.
 - Artistic or scholarly context (or debate) being addressed.
 - The methodology to be used.

- The contribution each applicant expects to make to the project.
 - Professional Significance of the Project. This section should describe the importance of the project for the applicant’s professional development, highlighting ways in which the ASD grant will have a major impact on the applicant’s professional development as a scholar or artist.
 - Proposed Expenses. This section should provide:
 - A justification for expenses that correspond to items requested on the application [budget page](#).
 - A list of all sources of funding, internal and external, that support the project.
 - Proposed Timetable. Include a timetable for completion of the end product.
 - Student Assistants. (If you are *not* requesting student assistants, then write “Not Applicable” under this heading.) For projects requesting student assistants, the applicant(s) should address the following questions:
 - What precisely are the students going to do, and why is the students’ work important for completion of the project?
 - Will the students receive academic credit for this or for closely-related work? If so, justify the need to pay them in addition to their receiving credit.
 - Will you be available on campus to supervise the student(s)? If not, please describe what arrangements will be made to ensure that the student(s) is/are supervised during the course of the project.
 - IRB/IACUC Review. (If your project does *not* involve animal or human subjects, write “Not Applicable” under this heading.) All research involving the use of animal or human subjects must receive approval from the proper institutional review committee. The approval letter must be included in your application. If approval has not been granted yet, please explain when your proposal was submitted. The FDC must receive notification of approval before funds will be distributed, although awards may be announced provisionally, pending the completion of the approval process. See the *IWU Faculty Handbook* (available at www.iwu.edu/provost) for details on policies governing the use of animal or human subjects. IRB application forms are available at <https://www.iwu.edu/institutional-review-board/>.
5. **ASD Grant Budget Page**: Complete the budget sheet provided on the Thorpe Center website. Budget requests should be explicitly justified in the narrative to show relevance of each item to the proposed project. Include all expenses that are anticipated for the project, even if the total exceeds the maximum ASD grant allowable.

Allowable expenses fall into the following categories:

- (i) **Equipment**: Please note that any equipment purchased with an Illinois Wesleyan University grant, other than computers and peripherals, is the property of the University and must revert to the University in the event that the recipient leaves the University.

- (ii) **Supplies:** This category may include, for example, art supplies, books, film, computer software, chemicals, rental space for auditorium or art studio, and so forth.
- (iii) **Travel Expenses:** Please indicate approximate airfare, train fare, or travel mileage by car. Car travel will be reimbursed at the same rate that applies to the standard professional travel allotment in a given year.
- (iv) **Consultancy Fees:** When hiring a consultant is crucial to the successful creation of the end product—for example, the services of a statistician—please provide the name and qualifications of the consultant. (Publication expenses are not covered under this category. See section **vii** below for support for such expenses.)
- (v) **Living Expenses:** The maximum per-day reimbursements for food and hotel accommodations are the same as those that apply to the standard professional travel allotment in a given year. For 2022–23 the daily maximum is \$65 for food and \$275 for housing.
- (vi) **Student Wages:** Calculate a wage of \$11.00 per hour for all work performed by students in Fall 2023, \$11.50 per hour for all work performed by students in Spring 2024. The rate for Summer 2024 will be \$14 per hour. Grant funds must support both the hourly wage and fringe benefits for the student. The table below offers some guidance for determining necessary funds to support a student worker. *Please note that grant funds cannot be used to pay for work by non-exempt IWU staff.*

	Hourly Rate	Hours	Weeks	Base	Soc Sec	Total
\$13/hr for 8 weeks	14	35	8	3920	299.88	4219.88
	14	37.5	8	4200	321.30	4521.30
	14	40	8	4480	342.72	4822.72
	Hourly Rate	Hours	Weeks	Base	Soc Sec	Total
\$13/hr for 9 weeks	14	35	9	4410	337.37	4747.37
	14	37.5	9	4725	361.46	5086.46
	14	40	9	5040	385.56	5425.56
	Hourly Rate	Hours	Weeks	Base	Soc Sec	Total
\$13/hr for 10 weeks	14	35	10	4900	374.85	5274.85
	14	37.5	10	5250	401.63	5651.63
	14	40	10	5600	428.40	6028.40

(vii) **Faculty Stipend and Publication Expenses:**

- Stipends and/or support to cover publication expenses may be requested.
- Publication Fees. Publication expenses for the scholarly/artistic end product can be supported. These may include, but are not limited to: copyright clearance and reproduction costs; submission and open access fees; and costs for illustrations, graphs, tables, indexing, and copyediting. Faculty members are encouraged to negotiate such costs with their publisher. Please note that the University Librarian and the Scholarly Communications Librarian are available to assist with these negotiations.
 - The amount requested for stipends(s) may not exceed \$2,000 per year per faculty member participating in the project (i.e., \$2,000 maximum for a one-year grant and \$4,000 maximum for a two-year grant)
 - In recognition of different disciplinary standards for publication fees and the increasing benefit of Open Access publishing options, faculty may request up to \$3,500 for publication expenses with appropriate justification in the grant proposal, including the reasons for pursuing publication in the chosen venue, the quality of the venue, and whether or not other funding options to support the publication exist.
 - Faculty who receive a stipend as part of a grant award can expect to receive their stipend in the month following receipt of their award letter; the entire balance of the stipend will be automatically added to the faculty member's paycheck (for example, a stipend awarded in September will be included in the October paycheck). Please note that per Business Office policy, FICA will be deducted from the stipend amount before being processed by the Business Office.
 - Faculty receiving a 2-year ASD grant will have access to the entirety of the awarded reimbursable funds upon award notification. The entire stipend awarded for the 2-year grant period can expect the entire balance of the stipend to be added to their paycheck the month after receipt of their award letter.Please note that per Business Office policy, FICA will be deducted from the stipend amount before being processed by the Business Office.

6. A Brief Vita: Please include a current vita not to exceed 2 pages. Include your educational background, professional positions held, publications, presentations at professional meetings, awards, and honors.

Submission Procedures and Timetable

Applicants should submit their completed application and all supporting materials to fdc@iwu.edu at or before each submission deadline. In addition, please **email a MS-Word copy**

of your 150-word “Summary of Project” to fdc@iwu.edu. Incomplete or late proposals will not be reviewed.

Application deadlines:

First review period: **4:00 PM, August 15, 2023**

Second review period: **4:00 PM, October 16, 2023**

Third review period: **4:00 PM, February 15, 2024**

Project Report

A faculty member who is awarded a grant must file a written report electronically with the Thorpe Center (thorpe@iwu.edu) no later than November 1 (or the first weekday thereafter) following grant termination; future funding eligibility is contingent on submission of this report. Although there is no official form, the report should contain a summary of work accomplished suitable for publication and dissemination to faculty colleagues. Colleagues whose projects are still in process by the report deadline should submit an interim report.

- Any publication arising from an IWU-funded project should carry the appropriate recognition of this support, e.g.: "This research was **supported by an Illinois Wesleyan University grant awarded to [applicant's name]**." A copy of the reprint should be forwarded to the Thorpe Center (thorpe@iwu.edu; Holmes 200).
- The FDC encourages faculty members who receive ASD support to consider sending the “end product(s)” of scholarly or artistic endeavor to the **IWU Digital Commons** for distribution, as a way to provide open access to their work beyond the campus and professional communities. Digital Commons offers a variety of options to work within publisher policies and copyright. For further information, questions, and/or concerns about sharing your work on Digital Commons, please contact the Scholarly Communications Librarian in The Ames Library.
 - Sample grant and leave proposals are available at the Thorpe Center website: <https://www.iwu.edu/thorpe-center/FDC.html>

Reimbursement Procedures

- *All* reimbursements *require* original, itemized receipts accompanied by the proper [Business Office Accounts Payable](#) form (found on the Business Office website). Reimbursement requests should be submitted to the Associate Dean for Scholarly and Creative Work via email (thorpe@iwu.edu) or campus mail (Holmes 200).
- To ensure the quickest turn-around time for reimbursement checks, please refer to the **Appendix** at the end of this Handbook for detailed instructions on how to process a reimbursement.

- To avoid non-reimbursement of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
 - **IWU Policy on the Authorized Use of Tax Exemption Number and Letter:**

The University's federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.

For additional information on sales tax and what does and does not qualify for reimbursement, please contact the University Business Office (3022).

Note: *Reimbursements submitted to the Thorpe Center incorrectly or incomplete will be returned to the requestor without review.*

Continuous Professional Development (CPD) Program

General Program Description

The FDC and CETAL recognize the importance for faculty and instructional staff to continuously develop, update, and expand their knowledge and skills. The CPD grant is meant to complement the existing grant opportunities by supporting learning opportunities. The learning goals/skills/mechanical arts to be achieved should be tied to teaching and/or scholarly activities. The CPD grant is meant to cover expenses only (no stipends). Covered expenses include travel expenses to attend a workshop/course, course fees (including webinars or other online courses) and materials (e.g., books, DVDs, software), and housing for the duration of the course (if the course is not offered online).

Program Parameters, Eligibility and Priority

- The maximum grant award is \$1,000. Once a CPD grant is awarded, the applicant is not eligible to apply again for three years.
- A detailed budget must accompany the proposal, and expenses must be documented after completion of the activities.
- Awards are intended to cover expenses to be incurred during the current fiscal year (which ends July 31); any anticipated difficulties in meeting the **July 5** deadline to submit receipts for reimbursement should be discussed with the Associate Dean for Scholarly and Creative Work.
- Except as noted here, all tenured and tenure-line faculty and instructional staff are eligible for a CPD grant. Faculty who have not yet completed the appropriate terminal degree required for appointment to the rank of Assistant Professor or higher are *not* eligible for CPD funding.
- Proposals to support attendance or participation in professional meetings (e.g., giving papers, presiding over sessions, etc.) are *not* eligible for funding by the CPD Program unless the course or workshop occurs during the conference. In this situation, CPD funding can be used to cover course/workshop expenses (e.g., fees, supplies, extra overnight), but *not* to cover general travel to/from or housing during the conference itself. Funding for routine participation in meetings is available through the standard professional travel and expense fund administered by the Associate Dean for Scholarly and Creative Work and is described earlier in this *Handbook*.
- Although the FDC and CETAL recognize that CPD has a relationship with scholarship/artistic development, teaching, and instructional development, CPD grants are not intended to support research projects, development of new courses, or purchase of instructional materials. For such grants, refer to the *Faculty Development Handbook* guidelines for Artistic and Scholarly Development (ASD), Curriculum Development (CD), and Instructional Development (ID) grants.
- Grants cannot be used to cover expenses in fulfillment of degree requirements.

Criteria for Evaluation of CPD Grants

The FDC or CETAL (depending on the proposal) will review and recommend those projects judged to be most meritorious for full or partial funding depending on availability of funds. The proposal should be skillfully written, with the following criteria in mind:

- Is the proposal clear and well written and comprehensible to the non-specialist?
- How significant is the planned training course or opportunity to the applicant's pedagogical, artistic, or scholarly development?
- Did the applicant provide a budget and a careful explanation of its details?

Proposal Format and Content

The submitted proposal should supply the following, in the order listed below, **with the Major Sections and Subsections clearly labeled**, using Times, Times Roman, Arial or Calibri font, 12 point, single space and a 1" margin on all sides. All pages excluding [cover page and budget page](#) must be numbered consecutively. Please follow this format closely. Proposals that do not adhere to this format may be returned without review.

1. **Cover Page:** Please use the one-page cover provided. (See the CPD Grant Application form on the Thorpe Center's website).
2. **Summary of Previous CPD Grants:** If applicable, list up to the last *two* CPD grants. For each grant, please give (a) date and amount of the award, and (b) how the grant contributed to your professional development.
3. **Narrative:** This section of the proposal cannot exceed 1,500 words in length. It should be divided into the following subsections:
 - A. **Training Opportunity.** Describe the training opportunity.
 - B. **Professional Development.** Describe how the learning goals/skills relate to the applicant's artistic, scholarly, or pedagogical development.
 - C. **Proposed Expenses.** Provide a justification for expenses that corresponds to items requested on the application budget page.
 - D. **Proposed Timetable.** Include a timetable for completion (especially if there is a series of seminars or workshops).
4. **CPD Grant Budget Page:** Complete the budget sheet provided on the Thorpe Center's website. Budget requests should have been explicitly justified in the narrative.
5. **A Brief Vita:** Please include a current vita not to exceed 2 pages. Include your educational background, professional positions held, publications, presentations at professional meetings, awards, and honors.

Incomplete or late proposals will not be reviewed.

Submission procedures and timetable:

- Required forms can be found on the Thorpe Center website under “Thorpe Documents and Forms”.
- [CPD applications](#) should be submitted to FDC at fdc@iwu.edu. Proposals related to scholarly and creative work will be reviewed by FDC, while proposals related to curriculum and instruction will be reviewed by CETAL. The FDC chair will ensure that proposals are received by the appropriate committee.
- **Deadlines are 4:00 PM on the 20th** of each month (or the first weekday thereafter) from September through March of each academic year.
- [Exemplary proposals](#) can be found on the Thorpe Center Website.

Reimbursement Procedures

- All reimbursements *require* original, itemized receipts accompanied by the proper [Business Office Accounts Payable](#) form (found on the Business Office website). Reimbursement requests should be submitted to the Associate Dean for Scholarly and Creative Work via email (thorpe@iwu.edu) or campus mail (Holmes 200).
- To ensure the quickest turn-around time for reimbursement checks, please refer to the **Appendix** at the end of this Handbook for detailed instructions on preparing a reimbursement request.
- To avoid non-reimbursement of sales tax in those instances where it is non-refundable, faculty may use the University’s Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
 - **IWU Policy on the Authorized Use of Tax Exemption Number and Letter:**

The University’s federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.

For additional information on sales tax and what does and does not qualify for reimbursement, please contact the University Business Office (3022).

Please note: Reimbursements submitted to the Thorpe Center incorrectly or incomplete will be returned to the requestor without review.

Curriculum Development (CD) Program

General Program Description

Curriculum Development (CD) grants assist faculty with the development of new courses or substantial revision of existing courses. Individuals or groups of two or three faculty may apply for CD support. Applications may be for a single course or multiple related courses.

Required forms can be found on the Thorpe Center website under “Thorpe Documents and Forms”). Submit [CD applications](#) to CETAL at cetal@iwu.edu. [Exemplary proposals](#) can be found on the Thorpe Center Website.

Eligibility

Tenured/tenure-track faculty members and instructional staff are eligible to apply for CD grants. Visiting faculty members are eligible to apply provided they are not in the final semester of their contract. Every individual is eligible for only one CD grant of any type each academic year. Funding must be used for the specified funded project. Those who have received support from other university programs to develop a course are eligible to apply for a CD grant for the same course. However, they are required to disclose information on the other funding that they have received. In no case will the total stipend for one course for an individual exceed \$2,000.

Note: *CD grants are designed to support future course development. No CD proposal will be accepted for submission in the same semester during which the proposed new or revised course is offered.*

Criteria for Evaluation of CD Grants

CETAL will review and recommend those projects judged to be most meritorious for full or partial funding depending on availability of funds.

The proposal should be skillfully written, with the following criteria in mind:

- Proposals should be comprehensible to the non-specialist in order to allow CETAL members to equally assess the quality, significance, and feasibility of the course(s) or course revision(s).
- Applicants should emphasize the significance of the proposed work to their development as a teacher or to the curricular needs of their department or program.
- Requests for electronic equipment, such as laptops and tablets, should be clearly justified with respect to their curricular value and efforts to obtain the best possible price.
- An explicit justification is provided for each item listed in the proposal budget.
- Technical or discipline-specific content and references, if any, should be included in an appendix or footnotes
- All sections of the proposal requested in this program description and in the prescribed format should be contained within the submitted proposal.

Application Categories

Individual faculty members at any stage of their careers may apply for a CD grant. However, CETAL recognizes that the early years of a faculty member's career are usually the busiest ones for initiating new courses and overhauling existing ones. To assist them in this period when they are in particular need of support, CETAL will give priority to individual grants submitted by junior faculty members in the event that not all deserving grants can be funded.

Group funding is intended, for example, for a new or substantially-revised common course, such as an introductory or capstone course, taught by several faculty, or for a team-taught course. One \$2,000 award will be made for each course in the proposal, up to the limits described in the Budget section below. Groups of faculty may consist of any combination of junior and senior faculty members; there is no special provision favoring newer faculty who are part of group grant proposals.

Grant Amounts and Eligible Expenses

Individual Grants. Awards to individuals may not exceed \$2,000. In all cases, funds can be granted as taxable cash stipends, as nontaxable reimbursement of documented expenses, or as a combination of taxable stipend and nontaxable documented expenses. Reimbursable expenses under these programs include items necessary to fulfill the objectives of the grant such as books, supplies, travel expenses, software, technical training (including software training), student wages, computers, peripherals, and other equipment. To receive the grant as an expense grant, a faculty member must submit detailed receipts with the appropriate expense voucher for all expenses claimed.

Group Grants. Stipends for two or three faculty working together on a group curriculum proposal will be up to \$2,000 per course, with a limit of \$2,000 in stipend per faculty member and \$6,000 award per group proposal. As with other CETAL programs, faculty may choose to use the entire grant award as an allowable expense.

In addition, to allow teams to share a consultant's expertise, library, or other resource materials; group travel to a conference; specialized and costly software or equipment; or other items required for course planning, additional money for group expenses is available: \$1,000 for two people and \$1,500 for three people. Reimbursable expenses under this program include such things as books, supplies, travel expenses, software, technical training (including software training), student wages, computers, peripherals, and other equipment.

Note 1: Per University policy, grant funds cannot be used to pay stipends to IWU non-exempt staff.

Note 2: Faculty who receive a **stipend** as part of a grant award can expect to receive their stipend **one month following receipt of their award letter**; the entire balance of the stipend will be automatically added to the faculty member's paycheck (e.g., a stipend awarded in September will be included in the October paycheck). Please note that per Business Office policy, FICA will be deducted from the stipend amount before being processed by the Business Office.

The following table illustrates the funds available for group CD grants:

Number of Faculty	Number of Courses	Total Maximum Award	Total Maximum Stipend	Additional Expense Funds
2	1	\$3,000	\$2,000	\$1,000
2	2	\$5,000	\$4,000	\$1,000
2	3+	\$5,000	\$4,000	\$1,000
3	1	\$3,500	\$2,000	\$1,500
3	2	\$5,500	\$4,000	\$1,500
3	3+	\$7,500	\$6,000	\$1,500

Proposal Format and Content

The submitted proposal should supply the following, in the order listed below, **with the Major Sections and Subsections clearly labeled**, using Times, Times Roman, Arial or Calibri font, 12 point, single space, and a 1" margin on all sides. Please follow this format closely. Proposals that do not adhere to this format may be returned without review.

1. **Cover Page:** Please use the one-page cover provided. (See the [CD Grant Application form](#) on the Thorpe Center's website).
2. **Summary of Previous CD Grants:** If applicable, list up to the last *three* CD Grants. For each grant, please give (a) title, (b) date and amount of award, (c) when the course was taught (if the course was not taught, explain why not and what was accomplished), and (d) whether the funded course has become part of the curriculum.
3. **Narrative:** The narrative should include the following sections:
 - A. Course Description.
 - For each new course, a 1000–1500-word detailed description of the projected course content, assignments, and teaching approaches.
 - For each revised course, the same, also addressing these issues in light of how the course is presently delivered **and** how it will be delivered after revision.

B. Rationale for Grant Requests. This section should provide:

- A clear statement of how the grant will assist the faculty member(s) to develop or revise the course. It is also important to describe how the CD grant will have a lasting impact on your pedagogy.
- An explicit justification for expense requests on the [CD Grant Budget Page](#) that shows the relevance of each item to the proposed course development work
- A list of all sources of funding, internal and external, relating to this project.

C. IRB/IACUC Review. (If your course does *not* involve animal or human subjects, write “Not Applicable” under this heading.) Research involving the use of animal or human subjects must receive approval from the proper institutional review committee before funding can be received. If your course will involve such research, describe your plans for seeking institutional review. See the *IWU Faculty Handbook* (available at <http://www.iwu.edu/provost>) for details on policies governing the use of animals or human subjects.

4. CD Grant Budget Page: Complete the budget sheet provided on the Thorpe Center’s website. Include all expenses that are anticipated for the project. All budget requests—including requests for electronic equipment such as laptops and tablets—should have been explicitly justified in the narrative.
5. **Supervisor’s Form**: Include a *CD Grant Supervisor’s Form* (use the form found on the Thorpe Center’s website - last page of the CD grant form) from each applicant’s chair/director. Supervisors should address the significance and desirability of the proposed course(s) in the department or program’s curricular offerings and the planned frequency of scheduling the course(s). The form is an important source of information to CETAL and a valuable aid in evaluating proposals. For proposals requiring a supervisor’s letter when the applicant is a department chair or program director, in these instances the Provost is the supervisor and would write the letter. It is standard practice, though, for the Provost to defer to a senior member of the department or program to write the letter of support in his/her stead. As a professional courtesy, candidates should email the Provost to inform them that they will apply for a grant, because the Provost may wish to suggest an individual or individuals who might be appropriate to write the letter. The candidate should then make all necessary arrangements to have a colleague write and submit their letter of support.

Submission Procedures and Timetable

Applicants should submit their completed application and all supporting materials to cetal@iwu.edu at or before each of the submission deadlines.

Incomplete or late proposals will not be reviewed.

Application deadlines:

First review period: **4:00 PM, August 15, 2023**

Second review period: **4:00 PM, October 16, 2023**

Third review period: **4:00 PM, February 15, 2024**

Note: Proposals for Spring or May Term courses must be submitted by the August or October deadline.

Reimbursement Procedures

- All reimbursements *require* original, itemized receipts accompanied by the proper [Business Office Accounts Payable](#) form (found on the Business Office website). Reimbursement requests should be submitted to the Associate Dean for Curriculum and Instruction via email (thorpe@iwu.edu) or campus mail (Holmes 200).
- To ensure a speedy turn-around time for reimbursement checks, please refer to the **Appendix** at the end of this Handbook for detailed instructions on how to process a reimbursement.
- To avoid non-reimbursement of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
 - **IWU Policy on the Authorized Use of Tax Exemption Number and Letter:**

The University's federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.

For additional information on sales tax and what does and does not qualify for reimbursement, please contact the University Business Office (3022).

Please note: Reimbursements submitted to the Thorpe Center incorrectly or incomplete will be returned to the requestor without review.

Instructional Development (ID) Program

General Program Description

ID grants recognize that even small sums of money can stimulate innovation and improve pedagogy. The ID expense reimbursement program is intended to be simple, eliminating lengthy proposals and supervisor letters. Applicants need only submit an Instructional Development Grant Cover Sheet and Budget Page and a 500-1,000-word narrative describing the course and its pedagogy as presently delivered and the proposed use of funds (including a budget description).

Required forms can be found on the Thorpe Center website under “Thorpe Documents and Forms”). [ID grant application](#) materials should be submitted to CETAL at cetal@iwu.edu. [Exemplary proposals](#) can be found on the Thorpe Center Website.

Examples of ID Grants

The following list of examples is illustrative rather than exhaustive. CETAL encourages faculty to be creative and not feel compelled to tailor proposals to fit those listed below.

- Registration and travel to a teaching conference.
- Purchase of teaching or course-related books, manuals, or journals.
- Admission and travel to attend a speech, performance or exhibit.
- Purchase of instructional materials such as books, supplies, CDs, DVDs, photographs or slides, musical instruments, etc., not otherwise funded through the departmental library budget.
- Guest speakers. The cost of inviting guest speakers will be covered if justification is provided for how their lecture will have a lasting impact on the course.
- Consultant's fees. The cost of a consultant will be covered if justification is provided for how their consultation will have a lasting impact on the course.

Eligibility

All course instructors (tenured/tenure-track faculty members, instructional staff, adjunct faculty members, and visiting faculty members) are eligible to apply for ID grants. Adjunct faculty whose contracts have not yet been finalized are eligible to apply with written approval of their department or program chair. Please note that you are entitled to only one successful ID grant per year.

Amount of Grants

Grants are awarded in amounts up to \$500. All grants are for expenses incurred; that is, no stipends are awarded as part of ID support. Funding must be used for the specified funded project. All recipients of ID grants must use their funds in the fiscal year in which they are

awarded or the funds will be forfeited. Anyone who needs additional time to spend ID grant funds must make a case to the Associate Deans.

Submission Procedures and Timetable

- **Please include a 500-1000 word detailed description of:**
 - A. The course and its pedagogy as presently delivered.
 - B. The proposed use of funds (including a budget description). Please indicate why these funds cannot be obtained through your department budget.
 - C. How the grant is expected to stimulate innovation and improve pedagogy.
 - **Complete the [Instructional Development Grant Budget Page](#):** Requests for electronic equipment, such as laptops and tablets, must be clearly justified with respect to instructional needs and efforts to obtain the best possible price.
 - **Deadlines are 4:00 PM on the 20th** of each month (or the first weekday thereafter) from September through March of each academic year.
 - Applicants should submit their completed application and all supporting materials to cetal@iwu.edu at or before each of the submission deadlines.
- Incomplete or late proposals will not be reviewed.**

Reimbursement Procedures

- *All* reimbursements *require* original, itemized receipts accompanied by the proper [Business Office Accounts Payable](#) form (found on the Business Office website). Reimbursement requests should be submitted to the Associate Dean for Curriculum and Instruction via email (thorpe@iwu.edu) or campus mail (Holmes 200).
- To ensure a seamless reimbursement process, please refer to the **Appendix** in the back of this handbook for detailed instructions on the reimbursement process.
- To avoid non-reimbursement of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exemption Number and Letter. This letter may be obtained by contacting the [University Business Office](#).
 - **IWU Policy on the Authorized Use of Tax Exemption Number and Letter:**

The University's federal tax exemption number and letter are for use by University departments and offices. Upon request, this information will be distributed by the Business Office directly to the outside vendor. The University is exempt from state sales tax in Illinois and various other states. Check with the Business Office for a complete listing of states where the University is exempt from sales tax. State sales tax is not eligible for reimbursement on purchases of material goods and services where applicable. Contact the Business Office prior to making a purchase for assistance with providing vendors the applicable state sales tax exemption documentation.

For additional information on sales tax and what does and does not qualify for reimbursement, please contact the University Business Office (3022).

Reimbursements submitted to the Thorpe Center incorrectly or incomplete will be returned to the requestor without review.

Faculty Reading Groups

The Thorpe Center provides support for a variety of faculty reading groups each year. Any IWU faculty member is invited to propose a book list or a topic on which books can later be chosen. This year, the Thorpe Center budget will provide up to \$450 per reading group (and up to \$1,800 total for Fall semester and \$1,800 total for Spring semester) to support purchases of books.

There are four simple rules stipulated for all reading groups:

1. Topics and/or book lists must be circulated to the faculty community (the Thorpe Center will facilitate publicizing the group) and groups must be open to any member of the IWU faculty with an interest in the topic and a serious commitment to participate.
2. Resulting groups must agree to meet several times throughout a semester on a schedule that is entirely up to members. The program, then, is to support ongoing intellectual interchange among members and not single-evening discussions.
3. One group member must agree to work with the Thorpe Center in purchasing the books for the group, including a list of participants' names.
4. Although you may join as many groups as you wish, the Thorpe Center will provide one book per faculty member each semester.

If you would like to propose a reading group for either the Fall or Spring term, please email the Associate Dean for Curriculum and Instruction (thorpe@iwu.edu) with your suggested topic and/or book selections as soon as possible. In order to provide sufficient time for groups to meet, read the book(s), and have time for meetings and discussions, proposals for the Fall semester must be received by **October 1** (or the 1st weekday thereafter). Proposals for the Spring semester must be received by **February 1** (or the 1st weekday thereafter).

Faculty Teaching Circles

In an effort to promote developmental feedback on faculty members' teaching practices, the Thorpe Center sponsors a Teaching Circles program.

Under this program, groups of three faculty members from different departments visit each others' classes and offer constructive feedback with regard to syllabi and assignment construction and the use of pedagogical methods in a live classroom situation.

Teaching Circles: Making Inquire Safe for Faculty by Laurel Black and Mary Ann Cessna, [click here](#)

If you are interested in participating in Teaching Circles, please contact the Associate Dean for Curriculum and Instruction.

Faculty Scholarship Circles

Scholarship circles are designed to give faculty and instructional staff support in which to focus on their scholarly and artistic development with like-minded colleagues. Formed around themes, practices, and/or experiences that are common to a group of faculty, they allow for the intellectual exploration of a given topic, including applicable areas of research, intersections with teaching, and alignment with internal and external partners and resources. While disciplinary-specific scholarship circles are welcome, interdisciplinary circles are also encouraged, engaging faculty across disciplines with similar scholarly and creative goals. For example, a scholarship circle could be formed among mid-career faculty who are interested in reimagining their scholarly agenda after tenure. Another scholarship circle may form among faculty who are interested in an accountability group to support academic publishing. The goal is to promote ongoing intellectual interchange and support among group members.

While topics and the focus of each circle will often be determined by the participating faculty, circles may also be suggested or formed through the Associate Dean for Scholarly and Creative Work's office or the Faculty Development Committee (FDC). The Thorpe Center, through the FDC programming budget, will provide non-stipend financial support for scholarship circles. Reimbursement for food and beverage expenses related to on- or off-campus meetings will be provided. Funds for additional resources may be available upon request.

There are a few guidelines stipulated for all scholarship circles:

1. Topics/goals of the group must be shared with the faculty community (the Thorpe Center will facilitate publicizing the group) and groups must be open to any member of the IWU faculty with interest in the topic and a serious commitment to participate.
2. Resulting groups must agree to meet several times throughout the course of at least one semester on a schedule that is entirely up to members. Scholarship circles are encouraged to meet regularly throughout the entire academic year. Meetings over the summer are permitted given group members agree that summer meetings are desirable/beneficial. The schedule of meeting dates should be set when the circle is finalized.
3. Circles are expected to invite the Associate Dean for Scholarly and Creative Work (ADSCW) to their final meeting each semester. The ADSCW will be present to listen to the conversation and distill the work into a report to be filed with FDC on the circle's behalf.
4. At least one member of the group should agree to present on the group's activities at the annual Scholarship Renewal program, sponsored each May by FDC.
5. Scholarship circles are encouraged to launch at the annual May Scholarship Renewal program and include summer meetings if desirable/beneficial for the group, but circles may operate on a more traditional academic calendar.

While group members will ultimately determine the structure and execution of their scholarship circle, the Associate Dean for Scholarly and Creative Work is available as a resource to help guide group members when needed.

If you would like to propose a scholarship circle for either the Fall or Spring term, please email the Associate Dean for Scholarly and Creative Work (thorpe@iwu.edu) as soon as possible. In order to provide sufficient time for groups to meet and have time for productive meetings and discussions, proposals for the Fall semester must be received by October 1 (or the first weekday thereafter). Proposals for the Spring semester must be received by February 1 (or the first weekday thereafter). Proposals for summer only groups, or for circles to launch at the May Scholarship Renewal program must be received by April 20 (or the first weekday thereafter).

Pre-Tenure Leave Program

This program is designed to provide a concentrated opportunity for professional development for faculty in the period prior to tenure consideration. All pre-tenure faculty with satisfactory progress towards tenure will have the opportunity to receive one Pre-Tenure Leave before tenure consideration.

Note: *The Pre-Tenure Leave program replaces what was previously known as the Junior Faculty Leave.*

Eligibility Requirements

Faculty members at the rank of Assistant Professor become eligible to submit an application for a Pre-Tenure Leave in the second full year of a regular, tenure-track faculty appointment. (This leave program is not available to those tenure-line faculty members who have yet to complete the terminal degree required for appointment at the level of Assistant Professor.) The last year a faculty member is eligible to apply for this leave is two years before tenure consideration; the last year the leave may be taken, therefore, is in the year before tenure consideration. An untenured faculty member with the standard 6-year probationary period, for example, could apply for a Pre-Tenure Leave in the 2nd, 3rd, or 4th year at IWU and, if successful, could take the leave in the 3rd, 4th, or 5th year, respectively. Once faculty members have received a leave under this program, they are ineligible to apply for a second Pre-Tenure Leave. Full salary and benefits are continued during the leave, and the semester on leave will count toward tenure as if it were a regular term—that is, a Pre-Tenure Leave does not change the projected date for tenure consideration established on initial appointment to the tenure-line faculty.

Application Guidelines and Requirements

The proposal should be skillfully written, with the following criteria in mind:

- A copy of the [pre-tenure leave application](#) (found on the Thorpe Center website) should be submitted by the faculty member to their immediate supervisor by October 15 (or the first weekday thereafter), approximately 10 months prior to the beginning of the academic year during which the leave is requested. Final applications, along with any supplemental materials or letters are submitted in a single PDF file to fdc@iwu.edu no later than 4PM on November 1 (or the first weekday thereafter).
- Proposals should be comprehensible to the non-specialist so as to allow the FDC members to assess the quality, significance, and feasibility of the project.
- Applicants should emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to the scholarly/artistic community.
- Technical or highly discipline-specific content and references, if any, should be included in an appendix or footnotes.
- All sections of the proposal requested in this program description and in the prescribed format should be contained within the submitted proposal.

The submitted proposal should supply the following, in the order listed below, **with the Major Sections and Subsections clearly labeled**, using Times, Times Roman, Arial or Calibri font, 12 point, single space, and a 1" margin on all sides. All pages excluding cover page and [budget page](#) must be numbered consecutively. Please follow this format closely. Proposals that do not adhere to this format may be returned without review.

Please consult exemplary proposals which can be found on the [Thorpe Center website](#).

1. **Cover Page:** Please use the one-page cover sheet provided on the Thorpe Center website.
2. **Title and Summary of Project:** Include a summary (150 words or less) of your project suitable for dissemination to the Board of Trustees and the general public. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, and goals of your project in this summary. (As explained in the *Submission Procedures and Timetable* section, applicants should email a Word copy of this Project Summary to fdc@iwu.edu.)
3. **Narrative:** This section of the proposal cannot exceed 2,500 words. It should be divided into the following subsections.
 - A. **End Product.** Please provide a clear description of the end product(s) for the project.
 - B. **Artistic or Scholarly Significance of the Project.** This section should discuss:
 - The nature of the problem to be examined
 - Artistic or scholarly context (or debate) applicant is addressing
 - The methodology to be used
 - The contribution the applicant expects to make with the project
 - C. **Professional Significance of the Project.** This section should describe the importance of the project for the applicant's professional development, highlighting ways in which the leave will have a major impact on the applicant's professional development as a scholar or artist.
 - D. **Proposed timetable.** Include a timetable for completion of the end product.
 - E. **IRB/IACUC Review.** (If your proposed work does *not* involve animal or human subjects, write "Not Applicable" under this heading.) All research involving the use of animal or human subjects must receive approval from the proper institutional review committee. For such research, applicants should describe where their project is in the review process. The FDC *must* receive notification of approval **before** a Pre-Tenure leave will be granted, although leaves may be recommended to the Provost provisionally, pending the completion of the approval process. See the *IWU Faculty Handbook* (available at <http://www.iwu.edu/provost>) for details on policies governing the use of animal or human subjects. IRB application forms are available at <https://www.iwu.edu/institutional-review-board/>

4. **A Brief Vita:** Please include a current vita *not to* exceed 2 pages. Include your educational background, professional positions held, publications or presentations at professional meetings, awards and honors.
5. **Letter of Recommendation:** The applicant's immediate supervisor should send a letter of evaluation and recommendation to fdc@iwu.edu by **November 1** (or the first weekday thereafter). In cases where the supervisor is outside the applicant's department, the **applicant** may designate a recommender who is more familiar with the subject matter. The supervisor's/recommender's letter is an important source of information and a valuable aid in evaluating leave proposals. **The supervisor/recommender should provide a critical review of the leave proposal, understandable to the non-specialist, rather than a general endorsement.** The FDC asks that the supervisor/recommender include the following in his/her evaluation:
 - significance of the leave for the applicant's scholarly/artistic development
 - content of the proposal in the context of the field of study
 - proposed methodology or creative approach
 - ability of the faculty member to carry the project to a successful conclusion
 - the faculty member's progress towards tenure (If the recommender is not the applicant's supervisor, a second letter should be submitted by the applicant's immediate supervisor to address this point.)

Submission Procedures and Timetable

Complete applications (including the full proposal and Word copy of the Project Summary) must be received by the deadline for submission. **The deadline for submission is November 1** (or the first weekday thereafter) of the academic year preceding the requested leave.

Applicants should submit their completed application as a PDF file along with all supporting materials to fdc@iwu.edu. In addition, please **email an MS-Word copy of your 150-word "Summary of Project"** to fdc@iwu.edu.

Incomplete or late proposals will not be reviewed.

Review Procedures and Reporting Requirements

Primary criteria for the awarding of a Pre-Tenure Leave will be:

- the quality of the proposal (Underdeveloped proposals will be returned with developmental feedback.)
- the strength of the supervisor/recommender's letter

The Provost will meet with the FDC and the Associate Dean for Scholarly and Creative Work and will consult with the President before making final recommendations to the Board of Trustees in February.

A 2–3 page written summary of the completed leave program must be sent to fdc@iwu.edu by November 1 (or the first weekday thereafter) of the academic year **following** the leave.

***Important Note:** *Financial arrangements and other details are specified in the Faculty Handbook as well as the below "Academic Leave Compensation and Repayment Expectations".*

Sabbatical Leave Program

The sabbatical program is intended to provide tenured faculty members the opportunity to grow as inspiring and effective teachers, scholars/artists. After six complete academic years of full-time service, faculty are eligible for a regular sabbatical leave for as much as one academic year and similarly each seventh year thereafter. Faculty may postpone a sabbatical for up to two years without altering the timeline for subsequent sabbaticals. Faculty on unpaid leave for all or part of an academic year may not count that year toward the six needed for sabbatical eligibility. Beginning in the 2023-2024 review cycle, the number of approved sabbaticals (to be taken the following year) will be limited to 1/7 of the eligible faculty body (those faculty members eligible for the sabbatical leave program based on length of service). The Associate Dean for Scholarly and Creative Work will communicate the number of leaves available to those faculty who are scheduled to submit applications the semester before their applications are due.

Faculty members taking sabbatical leave have the option of one semester at full benefits and salary, or a complete academic year with half pay. Benefits for a full-year sabbatical will be detailed in the Sabbatical Contract. The Associate Dean will be happy to answer questions about benefits for a full year's leave. Faculty members eligible for a sabbatical leave should consult with their department heads/supervisors well in advance of the time they intend to take their leave. Faculty should discuss with their department heads/supervisors tentative plans for their use of the sabbatical semester/year so that a well-developed plan can be completed by the fall deadline for their sabbatical application.

There is no longer a "Notification of Intent to Apply for Sabbatical Leave" form. Simply email your intentions to your chair/director, the Provost, and the Associate Dean for Scholarly and Creative Work (thorpe@iwu.edu) the year before applying for a sabbatical.

For those intending to defer their sabbatical, the [deferral notification form](#) should be sent by the faculty member requesting the deferral to his/her immediate supervisor by April 1 (or the first weekday thereafter), approximately 16 months before the beginning of the academic year when the leave is scheduled to commence. The April 1 deadline allows the university to begin advanced strategic planning so as to address the staffing implications of the deferral. By May 1 or the first weekday thereafter, the supervisor should sign the [deferral form](#) and forward the original to the Associate Dean for Scholarly and Creative Work in Holmes 200, with copies sent to the Provost and the faculty member. The deferral and final leave application forms are available on the Thorpe Center's website.

Application Guidelines and Requirements

1. A copy of the [sabbatical leave application](#) (Can be found on the Thorpe Center website under "Thorpe Documents and Forms") should be submitted by the faculty member to his/her immediate supervisor by October 15 (or the first weekday thereafter), approximately 10 months prior to the beginning of the academic year during which the leave is requested. Final applications, along with any supplemental materials or letters

are submitted in one PDF file to fdc@iwu.edu no later than 4 PM on **November 1** (or the first weekday thereafter). Exemplary proposals can be [found here](#).

2. The narrative portion should begin with a 150-word summary with a title, suitable for publication and dissemination to faculty colleagues and to the IWU Board of Trustees. In addition to including this summary in your proposal, please also email the MS-Word copy of your summary to fdc@iwu.edu. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary and include the title, significance, goals, and end product of your project in this document.
3. The narrative should be skillfully written with the following criteria in mind:
 - The body of the narrative is 2,500 words or less.
 - Specify the objectives of the proposed leave.
 - Explain in detail how these objectives/goals will be reached as a result of the leave.
 - Make the proposal comprehensible to the non-specialist, so as to allow the FDC members from other disciplines to assess the quality, significance, and feasibility of the project.
 - Emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to your scholarly/artistic community.
 - Locate technical or highly discipline-specific content and references, if any, in an appendix or footnotes.
 - Indicate the importance of the proposed leave to the applicant's personal and professional development as a teacher, scholar, or artist.
 - Summarize the applicant's record of accomplishment on previous IWU-funded grants and leaves.
4. The applicant's immediate supervisor should send a letter of evaluation and recommendation to FDC (fdc@iwu.edu) by **November 1** (or the first weekday thereafter). In cases where the supervisor is outside the applicant's department, the **applicant** may designate a recommender who is more familiar with the subject matter. The supervisor's/recommender's letter is an important source of information and a valuable aid in evaluating leave proposals. **The supervisor/recommender should provide a critical review of the leave proposal, understandable to the non-specialist, rather than a general endorsement.** The FDC asks that the supervisor/recommender include the following in his/her evaluation:
 - the significance of the leave's objectives in the discipline or field
 - the importance of the leave for the applicant's professional development as a teacher, scholar, or artist
 - an assessment of the applicant's record of accomplishment on previous grants and leaves

For proposals requiring a supervisor's letter when the applicant is a department chair or program director, in these instances the Provost is the supervisor and would write the letter. It is standard practice, though, for the Provost to defer to a senior member of the department or program to write the letter of support in his/her stead. As a professional courtesy, candidates should email the Provost to inform him/her that he/she will apply for a grant, because the Provost may wish to suggest an individual or individuals who might be appropriate to write the letter. The candidate should then make all necessary arrangements to have a colleague write and submit their letter of support prior to the application due date.

5. All research involving the use of animal or human subjects must receive approval from the proper institutional review committee. The FDC must receive notification of approval **before** a sabbatical will be granted, although leaves may be recommended to the Provost provisionally, pending the completion of the approval process.

See the *IWU Faculty Handbook* (available at <http://www2.iwu.edu/provost>) for details on policies governing the use of animal or human subjects. Approval forms for submitting projects involving animals or human subjects may be obtained from your division or department office or from the Thorpe Center.

6. All applicants should submit a current curriculum vitae. In addition, applicants who have received Artistic and Scholarly Development (ASD) funding since the last sabbatical should provide information on the outcomes (publications, presentations, performances, etc.) of that funding.
7. All applicants should notify any relevant interdisciplinary programs of their pending sabbatical application and indicate the courses that will not be offered by the applicant during the sabbatical leave. This notification will assist program directors when planning their curricula and when advising students.
8. Include a 150-word summary suitable for distribution to the Board of Trustees and/or non-experts in the field. Please do not use footnotes in the summary. At least one clear end product of your leave must be identified in your summary.
9. Applicants should submit a **digital copy** of their application in one PDF file and all supporting materials to fdc@iwu.edu by 4 PM on **November 1** (or the first weekday thereafter). If the nature of the sabbatical leave project might be significantly altered after this deadline (e.g., if external funding is required for all or part of the leave and the status of the funding is uncertain), applicants should indicate how their leave schedules could be affected.
10. A report of the previous sabbatical or Pre-Tenure leave, if any, must be on file with the Thorpe Center in order for your application to be considered.

Review Procedures and Reporting Requirements

The FDC will carefully review all elements of the proposal. As part of its review, the FDC may request clarification or additional information regarding proposals or supervisors' letters.

The Provost will meet with members of the FDC and the Associate Dean for Scholarly and Creative Work and will consult with the President before final sabbatical recommendations are made to the Board of Trustees at the February meeting. Applicants will be notified soon after that meeting, and they must make formal acceptance of a leave in writing within 30 days. It is normally expected that the faculty member will return for a full academic year of service after the sabbatical.*

For leaves or course releases taken the previous academic year, a written summary of the completed leave program is due on November 1 (or the first weekday thereafter). There is no formal report form, but a 1,000–1,500 word report of scholarly/artistic and professional activities undertaken as a result of the leave and the relation of those activities to the original proposal must be filed electronically with the Thorpe Center (thorpe@iwu.edu). **This report becomes an important part of the FDC's evaluation of an applicant's future grant and leave proposals.**

****Important Note:*** *Financial arrangements and other details are specified in the Faculty Handbook as well as the below Academic Leave Compensation and Repayment Expectations.*

Academic Leave Compensation and Repayment Expectations

This document outlines the expectations of both the Faculty Member and Illinois Wesleyan University pertaining to pre-tenure or sabbatical leave granted to the Faculty Member, hereto referred as an academic leave.

During an academic leave, the Faculty Member will receive their full salary and benefits for the agreed upon semester. The Faculty Member will have no teaching nor service obligations during the leave. Should the Faculty Member apply for and be granted a full-year academic leave (sabbatical only), the Faculty Member will receive half of their annual salary for the academic year. Human Resources should be consulted regarding benefits during a full-year half pay sabbatical.

The Faculty Member is expected to return to regular teaching and service duties no later than the first day of classes of the following semester (for fall academic leaves) or August 15 (for spring academic leaves). As stated in Chapter IV.E.1.a of the Faculty Handbook “The recipient of a sabbatical leave agrees to return to the University to teach for one academic year directly following the sabbatical leave. Faculty members who voluntarily terminate their service on the staff of the University prior to the end of the first academic year following the completion of the sabbatical will repay to the University a sum equal to 1/9th of their total compensation (i.e., annual salary and benefits) for each month remaining to be served during that academic year. Partial months shall be repaid on a prorated basis. In case of a medical disability following a sabbatical leave, the requirement to return compensation may be waived upon recommendation by the Provost with approval of the President.”

Gardner Faculty Scholars

Dr. Mona Gardner, Adlai H. Rust Professor Emerita of Insurance and Finance, has been an exemplar of teaching, serious academic accomplishment, and service to Illinois Wesleyan University. Joining IWU in 1988, she received the University's DuPont Award for Teaching (now the Kemp Foundation Award for Teaching Excellence) in 1993. During her 19 years at the University, Gardner served as Chair of the Business Administration Department, the first May Term Director, and the first Director of the Thorpe Center for Faculty and Curriculum Development after it was established in 1995. The following year, she was named the first Associate Dean of the Faculty. Her last role at IWU was as the first Director of Institutional Research and Planning, a position created by President Minor Myers, jr., where she served from 2003 until her retirement in 2007.

It is in that spirit of academic excellence and service to IWU that Dr. Gardner has invested in the success of current and future faculty by establishing the Gardner Faculty Scholars fund. The goal of the program is to encourage the development of strong plans for sabbatical leaves and to bring further attention to the outstanding scholarly and creative work of the faculty. Such work is vital to IWU because it informs and supports the teaching excellence that is the hallmark of an Illinois Wesleyan education.

Each year, one pre-tenure¹ faculty member and one tenured faculty member will be selected by the Faculty Development Committee for recognition as Gardner Faculty Scholars based on the quality and promise of their sabbatical plans. The application process involves a brief addendum to existing criteria for sabbatical leave proposals, requiring only that the faculty member clearly indicate on the cover page of the proposal whether he or she wishes to be considered for the award.

Each Gardner Faculty Scholar (pre-tenure, tenured) will receive an award certificate and \$3,000 to be used as the recipient sees fit to support their scholarly/creative work while on leave. Some faculty may choose to have the award serve as a stipend.² Others may choose to have the award support reimbursable expenses such as expendable supplies, research travel, data access, etc.³ The Gardner Faculty Scholar prize does not limit a faculty member's eligibility for other forms of sabbatical leave support (e.g., Artistic and Scholarly Development grants, Curriculum Development grants, Continuous Professional Development grants, Instructional Development grants, Provost discretionary funds, etc.).

Gardner Faculty Scholars will be announced by the President.

Gardner Scholars will file their normal post-sabbatical reports, and these outcomes will be shared with Dr. Mona Gardner, Adlai H. Rust Professor Emerita of Insurance and Finance.

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1. In the event that the FDC determines that the pre-tenure applicant pool is insufficient to identify a compelling recipient of the pre-tenure award, a second tenured Gardner Scholar may be identified.
 2. Salary will be paid through normal payroll procedures and includes appropriate withholding measures.
 3. Reimbursements will be processed through the Thorpe Center.

Additional Development Opportunities

Illinois Wesleyan University encourages faculty to develop and submit proposals for grants from associations, foundations, and governmental agencies, both state and federal, to support academic programs or other purposes of the University. Some grants are awarded to individual faculty members. Others are awarded to IWU as an institution, often subject to matching University resources. Proposals which require institutional commitment or participation require the approval of the Provost or his/her designee. For more information, please contact the Grants and Foundation Relations office.

Policy for Course Release in Conjunction with External Grants

Some external grants provide funding for buying a course release. Buying a course release is permitted if the release is supported by one's chair/director and if replacement staffing for the course is available. One course release/year is allowed and should be funded at one-sixth of the applicant's salary. Applicants are encouraged to consult with their chair and with the Provost when including course releases in external grant proposals.

Eckley Summer Scholars and Artists Endowment

Each year five fellowships will be awarded to meritorious students to work full-time on campus over the summer as scholars and artists under the supervision of a faculty member. For information on the Eckley Scholars and Artists Program visit <https://www.iwu.edu/research/eckley-summer-endow.html>.

Directors of the IWU London and Spain Programs

IWU has two semester-length study abroad programs in London (Fall Semester) and Spain (Spring Semester), which are offered every year under the direction of selected faculty members. The faculty members selected for these positions bear responsibility for the overall academic and administrative management of their program, as well as for the general well-being of the students involved.

Applicants for these positions must be tenured or tenure-line, with a minimum of 5 years of service at IWU. Faculty members interested in learning more about the programs and the application process may contact Stacey Shimizu in the International Office (sshimizu@iwu.edu) or the Provost's Office.

Technos International Week Opportunity

The Tanaka Ikueikai Educational Trust presents and funds the Technos International week, a two-week, all-expenses paid trip to Japan during the summer. Every year IWU is invited to send representatives consisting of **one faculty leader and two students** to join representatives from five U.S. colleges, as well as colleges in New Zealand, England, and Taiwan. This program is

designed to promote understanding and establish friendship ties between Japanese youth and their counterparts in these countries. The trip exposes the group to different aspects of Japanese life by visiting various places and attending different activities in the city of Tokyo and surrounding towns, villages, and mountainside. In the course of the trip, the faculty representative will have the opportunity to stay with a Japanese family. In addition, the faculty member and students are also expected to give a presentation about IWU to introduce our university, and they will be invited to give a presentation or guest lecture on aspects of their scholarship/ artistic work appropriate to Technos College.

Responsibilities of the Technos faculty leader include:

1. Participating in the selection of the student representatives (to be done in early February).
2. Working with the Director of the International Office to prepare for the trip, organizing the on-campus orientation meeting, coordinating with the Technos staff and our students during the trip, and, in general, representing IWU on various occasions.
3. Upon return, writing a brief report on the trip, including an account of its expected faculty development impact. This report is due in the Thorpe Center in the September following the trip.
4. Participating in two group spring semester presentations on campus, one at the Asian Studies Colloquium, and one to the introductory International and Global Studies class (IGS 240 Thinking Globally: An Introduction).

The Tanaka Trust stipulates that participants in this program should meet the following criteria:

1. A genuine interest in Japan, its people, culture and history.
2. An excellent academic record.
3. A willingness to meet people from different racial and cultural backgrounds and experience elements of Japanese culture, living conditions, and cuisine that may be foreign.
4. No previous travel experience in Japan. (Guest participants should be new to all cultural, geographical, and interpersonal aspects of the program.)
5. Little or no proficiency in the Japanese language. (Guest participants are encouraged to use English with their counterparts at Technos International College.)
6. Citizenship of the United States, United Kingdom, New Zealand, or a country whose citizens are permitted similar visa waiver conditions for a short-term entry to Japan.

Faculty applications for Technos summer of 2023 should be emailed to Sarah Van Alebeek (svanaleb@iwu.edu) no later than **4:00 p.m. on November 28, 2023**. The completed application will include:

1. An expression of interest that includes a short, one-page statement explaining how this trip will benefit your teaching and your professional development.
2. A brief curriculum vitae.

A call for applications will be issued by email in early November 2023. Applications will be reviewed by an ad-hoc committee composed of two FDC members, two International and Global Studies faculty members, the Director of the International Office, and the Associate Dean for Scholarly and Creative Work (ex-officio, non-voting). The committee will make a decision by the end of December.

Any questions about this program should be directed to Sarah Van Alebeek, Director of the International Office (x1096, svanaleb@iwu.edu).

Policy on Stipends for Professional Development Opportunities

Stipends may be offered to faculty and staff for attendance at professional development workshops and similar activities. Please note that stipends cannot be earned while a faculty or staff member is on contract. For 9-month faculty, “on contract” is defined as between August 15 and May 15. For 10-11 month faculty and staff, please consult your contract letter for specific dates. Twelve-month faculty and staff are not eligible for stipends of this type. If you are attending an event with a potential stipend and are unsure if you qualify as on or off contract, please consult your supervisor.

Appendix: Reimbursement Process for ALL Supported Initiatives

(e.g., Faculty Travel, Grants, Awards, Workshops, Materials, Supplies, etc.)

Faculty pay for their approved travel and awarded development opportunities themselves, and therefore should be mindful to obtain and keep itemized receipts and all relevant documentation of each expenditure.

After the travel is complete/items are purchased, faculty seek reimbursement through this process:

1. Download the appropriate IWU expense form from the [Business Office](#) website. There are 3 different forms to choose from:
 - a. For shorter travel, use the [Travel Expense Voucher](#).
 - b. For travel longer than a week, use the [Weekly Travel Expense Voucher](#).
 - c. For simple reimbursements, such as food for an event, membership dues, books, etc., use the [Request for Non-Invoice Payment](#).
2. On the corresponding expense form, faculty will fill in their name (payee), ID number, purpose of the reimbursement (e.g., 22-23 ASD Grant travel, Professional Development, Professional Membership Dues, etc.), itemization of each purchase, and total amount of all receipts.
3. Attach all receipts to the filled-in expense form and submit them to the Thorpe Center in Holmes 200 (thorpe@iwu.edu). Reimbursements related to travel and FDC-awarded grant expenses can be directed to the Associate Dean for Scholarly and Creative Work. Reimbursements related to CETAL-awarded grant expenses can be directed to the Associate Dean for Curriculum and Instruction.
4. For auditing purposes, ***all expenses*** (except automobile mileage), regardless of the amount, ***must be documented with original itemized receipts***, vouchers, or similar statements (listing the individual purchases as well as prices in U.S. currency, including ****daily exchange rate documentation*** where applicable). Expenses of nominal value, such as taxi, bus fares, tolls, and tips, must include dates and purposes in the reimbursement documentation.

* Exchange Rate Documentation: If charges were originally in a non-U.S. currency, it is the **responsibility of the faculty member seeking reimbursement to convert each receipt to USD using a daily conversion rate**. The Business Office **requires** that each receipt be converted according to a **daily** rate, figured using a currency converter website, such as [XE Currency Converter](#), [Google Currency Exchange Calculator](#), [OANDA Currency Exchange Converter](#), and they also require *documentation of the website used*. Alternatively, a credit card ledger can be used to demonstrate the actual conversion amount. The credit card ledger cannot stand in place of the itemized receipt, however.

- Faculty should plan for ***at least a two-week turnaround time*** for check processing and must keep in mind that reimbursements ultimately come from the Business Office. Faculty members seeking reimbursement can speed up the process by completing all necessary forms, attaching all necessary receipts, etc.

PLEASE NOTE: Reimbursement requests submitted to the business office incorrectly or incomplete will be returned to the requestor without review.

- To avoid the payment of sales tax in those instances where it is non-refundable, faculty may use the University's Tax Exempt Letter (available through the Business Office). Sales tax exemption applies to sales tax (IL sales tax is often not a reimbursable expense, as is the case with the purchasing of materials, such as books, lab equipment, supplies, etc.), but sales tax does not extend to hotel tax, transportation fees, etc., and therefore tax on these types of expenses are reimbursable. For additional information on sales tax and what does and does not qualify for reimbursement, please contact the [University Business Office](#).
- To accommodate the University's end-of-fiscal-year accounting requirements, no expense forms will be accepted from the standard professional development budget after **July 4**, of the current fiscal year. Any requests coming in after this date will be drawn against the next fiscal year's allotment (as applicable).
- Please submit to the appropriate person in the Thorpe Center (Holmes 200; thorpe@iwu.edu). The Business Office will not process incomplete requests. Therefore, incomplete requests received in the Thorpe Center will be returned to the faculty member for completion.

2023–2024 FDC Committee Members

Edgar Lehr (Chair): elehr@iwu.edu

Leigh Moon

Dan Roberts

Jennifer Rushlow

Gabe Spalding

Abbie Kerr (Associate Dean of Scholarly and Creative Work), *ex officio*

2023-2024 CETAL Elected Members

Chair: TBD

Jessie Dixon

Michelle Gibbs

Libby Haywood

William Munro

Other Members of CETAL

Amy Coles (Associate Dean of Curriculum and Instruction), *ex officio*

Deborah Halperin (representative from office of high impact practice, Director of ARC)

Billie Jarvis-Freeman, Writing Center Director

Leon Lewis (ITS)

Rick Lindquist (ITS)

Abby Mann (University Librarian's designee)

2 student representatives