



2016 FACULTY DEVELOPMENT GRANTS APPLICATION & GUIDELINES

The South Seattle College Foundation has three opportunities for faculty development awards due to endowments that provide an annual distribution. Funds are intended to develop educational strategies that enable South Seattle College students to be successful. Full-time and part-time faculty members are eligible. Awards may be used to fund faculty projects that encourage and promote student retention, assessment, completion and transfer to four-year colleges.

- Excellence in Education – up to \$2,000 for individuals; \$5,000 for groups
- Dan Evans Innovation Award – up to \$1,500 for an individual faculty member
- Dan Evans Chair for Exceptional Faculty – up to \$3,000 – Applicants must fill out supplemental sheet (attached) stating their commitment to collaboration, commitment to improvement and leadership.

Eligibility

All South Seattle College part-time and full-time faculties are eligible to apply for the grants. Applicants to the Dan Evans Chair for Exceptional Faculty award must have at least three quarters of faculty employment during the past two academic years.

Application Instructions

Applicants for all faculty development grants should use the attached application form. Applicants who wish to be considered for the Dan Evans Chair for Exceptional Faculty need to complete the supplemental sheet. Return six copies of your complete application to the Advancement / Foundation Office – Room RS 01. Applicants must also *email one copy to ssccfoundation@seattlecolleges.edu by the deadline.*

THREE AWARD DEADLINES IN 2016

•WINTER - First Monday in March •SPRING - First Monday in May •FALL - First Monday in November

Awarding Process

Applications will be distributed and made available to all full- and part-time faculty. The Awarding Committee will be made up of three South Seattle College Foundation Board members, the South Seattle College Director of Planning & Research, a South Seattle College Administrator appointed by the College President and a member of the South Seattle College faculty, appointed by the Faculty Union.

The Faculty Excellence in Education Endowment guidelines may be revised upon recommendation of the awarding committee (which includes faculty), and approval of the Foundation Chair, Development Director and the College President.

Endowment Disbursement

Initial funding of the endowment was established through gifts of \$50,000 from the SSCC Foundation in 2001, 2003 and 2004 and equal state matching contributions in each of those years. The amount available to award each year will be determined each year in the Foundation's annual budget based on the earnings of the endowment. The Foundation's current spending policy sets a cap at 5% of the total endowment market value. **For the 2016 year the Foundation has nearly \$51,000 in available funds.**

South Seattle College is in Accordance with Washington state anti-discrimination laws, Title VI and VII of the Civil Rights Acts of 1964, Title IX, and Section 504 ADA.

APPLICATION

Section A: FACULTY INFORMATION

2016 Application Period: Winter Spring Fall

I would like this application to be considered for the following awards:

- Excellence in Education – up to \$2,000 for individuals; \$5,000 for groups
- Dan Evans Innovation Award – up to \$1,500 for individuals
- Dan Evans Chair for Exceptional Faculty – up to \$3,000 for individuals * requires completion of section D*

Name(s) of Applicants

SID number(s)

Part-Time Faculty

Full-Time Faculty

Division/Department

Contact E-mail Address

Signature(s) of Applicant(s)

Date

Signature(s) of Applicant(s)

Date

Signature of Department Dean

Date

Print Name and Phone Number of Department Dean

Section B: ACTIVITY DESCRIPTION

1. Give a brief description of your activity including the following:
 - a. List your objectives and how they relate to student retention, assessment, completion and/or transfer.
 - b. Describe what will be each member's role in the activity?
 - c. List the specific activities that will take place to accomplish the objectives. Please include the anticipated timeframe of the activities, or the exact dates for travel and/or conferences.
2. Describe how you will disseminate the information obtained from this activity to other faculty and/or the classroom.
3. Other information you would like to share:

Section C: BUDGET

Please read: If you are requesting funding to cover the cost of mileage, lodging, per diem (i.e. meals) or plane fare, get help from your division/department support staff before you apply. They will help you develop an accurate, reimbursable budget. We follow the College’s travel procedures. So you **MUST** plan travel according to the College’s policies and procedures.

Project Budget	Description (Please include dates where applicable)	Amount Requested	
		From South	From Other Sources
Conference/Activity Fee			
Travel:			
Transportation			
Lodging			
Per Diem			
Total Travel:			
Supplies			
Stipend	_____ hrs X \$30/hr * Please note that stipend awards are subject to applicable payroll related taxes and those taxes are included in the award amount. Below is an opportunity to add other related expenses to your budget.		
Other			
Other			
Total Requested:			

Section D: DAN EVANS CHAIR FOR EXCEPTIONAL FACULTY SUPPLEMENT

This section should be completed by applicants for the Dan Evans Chair for Exceptional Faculty only. Applicants must have been employed by South Seattle College for at least three quarters during the past two academic years, including 2014-2015.

Please provide examples of how you have exhibited collaboration, leadership and commitment to students in the following areas through your work at South Seattle College.

1. Working with students:

2. Working with faculty:

3. Working on behalf of South:

4. Professional Activities:

PROCEDURE CHECKLIST

- _____ 1. Complete the application:
- Are signatures on the document?
 - Is the budget detail complete?
 - If applicable, is section D filled out for the Dan Evans Chair for Exceptional Faculty?
- _____ 2. Send your completed application and 6 (six) additional copies before the deadline to:
- Advancement Office, Room RS 01
- _____ 3. Email an electronic copy of your application to: ssccfoundation@seattlecolleges.edu
- _____ 4. Application 2016 Deadlines: First Monday by 4 PM
- Winter / March Spring / May Fall / November
- _____ 5. Typed report due within 45 days of grant activity. The report should include the outcomes of your objectives. If the funds were used for a conference, would you recommend it to other faculty?
- Reports should be mailed electronically to:
- your dean
 - ssccfoundation@seattlecolleges.edu
- _____ 6. You will be reimbursed upon submission of your final report.