

South Seattle Community College Foundation FACULTY DEVELOPMENT GRANTS – Fall 2008 Guidelines

The South Seattle Community College Foundation has four opportunities for faculty development awards due endowments that provide an annual distribution. Funds are intended to develop educational strategies that enable South Seattle Community 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 - \$1,000 for individuals; \$2,000 for groups
- Dan Evans Innovation Award - \$1,500 for an individual faculty member
- Dan Evans Chair for Exceptional Faculty - \$3,000 – Applicants must fill out supplemental sheet (attached) stating their commitment to collaboration, commitment to improvement and leadership.

Eligibility

All South Seattle Community College part-time and full-time faculty 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 Development / Foundation Office – Room RS 01.

Deadline: Monday, November 3, 2008

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 for 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 2008 year the Foundation has nearly \$30,000 in available funds.**

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 SSCC Foundation Board members, the SSCC Director of Planning & Research, an SSCC Administrator appointed by the College President and a member of the SSCC faculty, appointed by the Faculty Union. The SSCC Director of Planning and Research will serve as committee chair.

There will be three award deadlines each year: the first Monday in November, the first Monday in February, and the first Monday in May.

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

Section A: Faculty Information

Procedure and Application

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

- Excellence in Education - \$1,000 for individuals; \$2,000 for groups
- Dan Evans Innovation Award - \$1,500 for individuals
- Dan Evans Chair for Exceptional Faculty - \$3,000 for individuals

Name(s) of Applicants

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.
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

Tip: 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 support staff before you apply. They will help you develop an accurate, reimbursable budget.

Project Budget	Description	Amount Requested	
		From South	From Other Sources
Conference/Activity Fee			
Travel:			
Transportation			
Lodging			
Per Diem			
Total Travel:			
Supplies			
Stipend	_____ hrs X \$30/hr		
Other			
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 Community College for at least three quarters during the past two academic years, including 2007-2008.

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

1. Working with students:

2. Working with faculty:

3. Working on behalf of South:

4. Professional Activities:

Section E. Procedure Check List

- _____ 1. Complete the application:
 - Are signatures on the document?
 - Is the budget detail complete?

- _____ 2. Send your completed application to: Development Office, Room RS 01

- _____ 3. Application deadline: Monday, November 3, 2008 by 4:30 p.m.

- _____ 4. 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@sccd.ctc.edu

- _____ 5. You will be reimbursed upon submission of your final report.

revised 9/29/08