

II.I.

FACULTY DEVELOPMENT

(Revised: November 10, 2017; October 14, 2024i)

College Research Enhancement Funds, Pre-Grant Release Time, and Distance Education Development Funds: Guidelines and Procedures

These Guidelines and Procedures shall be in effect from the time they are accepted by the faculty of the CLA until amended by the faculty.

The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA)

The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) is responsible for receiving and evaluating grant proposals for college research enhancement funds, pre-grant release time, and distance education development funds.

A. Procedures for College Research Enhancement Funds

Funding for research development projects comes from the Division of Research and Innovation.

The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) is responsible for receiving and evaluating the applications. This committee will select applications for recommendation to the Dean until all funds are allocated.

The following recommendations may be made by the FTSCA Committee: a) funded as presented; b) partially funded; or c) not funded.

1. Eligibility for Funding

- a) Tenured and tenure-track faculty members will be eligible to apply.
- b) A member of the FTSCA committee who submitted a grant proposal for college research funds must recuse him/her/themselves from this award decision deliberation/process on the committee.
- c) Only projects meeting the criteria set forth for "Scholarship" in the Texas A&M University-Corpus Christi Rule 12.01.99.C0.04.3 may be supported by Research Enhancement Program funds.
- d) Funds may not be used to support doctoral dissertation research.
- e) Awards from these funds may not duplicate funds awarded from other granting agencies.
- f) Proposals for the same, or substantially the same, research project may be submitted to both the University Research Enhancement Committee and FTSCA, but funding cannot be received from both sources.
- g) In order to support the research efforts of as many faculty members as possible, an eligible faculty member may submit only one research proposal per year as principal investigator for consideration at the College level.

2. Selection Criteria

When evaluating Research Enhancement grant applications, the University Research Enhancement Review Panel considers both the scholarly merit and feasibility of the project. Included in such considerations are such issues as:

- a) the project's adherence to the criteria for "scholarship" in Rule 12.01.99.C0.04.3;
- b) overall clarity of the research proposal;
- c) soundness of the research methodology;
- d) indication that the project will contribute to the advancement of knowledge in the field;
- e) reasonableness of the work plan;
- f) appropriateness of the proposed budget in terms of the work plan and anticipated outcomes;
- g) potential that the project will result in a research product that will be presented to the external scholarly community in the field;
- h) the record of previous project completion and budget management in the case of applications who have previously awarded university or college Research Enhancement grants;
- i) benefit to the College.

3. Application Process

- a) During each spring semester or when funds become available, FTSCA will announce the deadline for college level applications;
- b) Applicants should submit the application form electronically to the Associate Dean's Senior Administrative Assistant. The members of FTSCA will receive copies of the applications from the Senior Administrative Assistant with applicants' names redacted;
- c) The FTSCA Committee Chair will forward the committee's recommendations to the Associate Dean for preliminary approval;
- d) Official notification of college level awards will be made in writing by the Dean's Office;
- e) Copies of successful applications shall be kept by the Dean's Office for three (3) years. These will be available for examination by potential applicants in the future.

4. Completion of the Project

- f) A final written report should be submitted to FTSCA stating to what extent the objectives of the original application have been met. The report is due October 1st following the close of the fiscal year in which the award is spent.
- g) A final accounting of the budget should be submitted to Dean's office within 30 days after the completion date in the application.

B. Procedures for Pre-Grant Release Time

Faculty members who plan to serve as a PI for grants and fellowships may apply for the Pre-Grant release time. The grants must be \$100,000 or more for institutional grants and \$50,000 or more for individual grants including fellowships. If the grant application is unsuccessful, the PI is required to resubmit the revised grant application during the following cycle without release time. Funding for pre-grant release time comes from the CLA Indirect Cost (IDC). Faculty receiving a release time must not take overload teaching during this time. The chairs should cover the course using an adjunct.

The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) is responsible for receiving and evaluating the applications. The committee will select one application per semester for recommendation to the dean.

1. Eligibility for Funding

- a) Tenured and tenure-track faculty pursuing a large grant (see above) as a PI will be eligible to apply.
- b) Fixed-term faculty pursuing a large grant (see above) as a PI will be eligible to apply.
- c) A member of the FTSCA committee who submitted a pre-grant release time proposal must recuse him/her/themselves from this award decision deliberation/process on the committee.
- d) Only applications meeting the criteria of \$100,000 institutional grants/\$50,000 individual grants including fellowships may be supported by the pre-grant release time.

2. Selection Criteria

When evaluating the applications, the FTSCA Committee should consider feasibility of the project and alignment with the University's mission, benefit to the College, as well as the scholarly merit of the project the applicants plan to pursue through the large grants.

A reasonable work plan with the promise of on-time submission to the grant is required.

3. Application Process

- a) Each fall, the Dean will announce the availability of pre-grant release time for the following spring and fall semesters. FTSCA will announce the deadline for proposals. Applicants should obtain approval from their department chair to assure program needs are met before applying for the pre-grant release time. It is recommended that the applicants should consult with the R&I.
- b) Applicants should submit the application form electronically to the Associate Dean's Senior Administrative Assistant. The members of FTSCA will receive copies of the applications from the Senior Administrative Assistant with applicants' names redacted.

- c) The FTSCA Committee Chair will forward the committee's recommendations to the Associate Dean for preliminary approval, and official notification of college level awards will be made in writing by the Dean's Office.
- d) Copies of successful applications shall be kept by the Dean's Office for three (3) years. These will be available for examination by potential applicants in the future.

4. Completion of the Project

- a) The recipient of this release time must submit the grant application on time and a copy of the application materials and receipt of the application must be submitted to FTSCA.
- b) It is expected that if the grant is unsuccessful, the recipient of this release time must seek feedback from the grant agency and re-submit the grant proposal during the next cycle without a release time.

C. Procedures for Distance Education Development Funds

Faculty members who plan to increase the quality of online course offerings and promote the College of Liberal Arts faculty's professional development with Quality Matters may apply for the Distance Education (DE) funding opportunity. In partnership with Digital Learning and Academic Innovations (DLAI) the College of Liberal Arts will offer professional development opportunities for selected and approved CLA faculty. The College of Liberal Arts offers two possible pathways for faculty to participate in the Quality Matters professional development program. DLAI Instructional Designers (ID) will support the program by providing project planning, consultation, and review.

For project planning, DLAI will help set realistic deadlines by accounting for factors such as the complexity of the course design, the amount of content to be created, and the availability of resources.

For consultation, participants in the program will engage in monthly ID consultations with IDs to achieve the following goals:

- o Ensure course design aligns with the goals of the program.
- o Guide in selecting evidence-based teaching strategies.
- o Support in creating content to enhance student engagement.
- o Guidance on leveraging LMS to deliver high-quality courses.
- o Ensure course design follows accessibility and usability features.
- o Ensure the selection of appropriate pathways for the participants.

For review, DLAI will employ an iterative design to review the courses. Instructional Designers will review smaller sections of the courses on a rolling basis to incorporate the feedback early.

The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) is responsible for receiving and evaluating the applications. The committee will select eligible participants within the budgeted allocation for the academic year for recommendation to the dean.

1. Eligibility for Funding

- a) Tenured and tenure-track faculty pursuing a large grant (see above) as a PI will be eligible to apply.
- b) Fixed-term faculty pursuing a large grant (see above) as a PI will be eligible to apply.
- c) A member of the FTSCA committee who submitted a DE Development Fund proposal must recuse him/her/themselves from this award decision deliberation/process on the committee.

2. Selection Criteria

When evaluating the applications, the FTSCA Committee should consider priority to participants who have not had any previous QM professional development in either path or who have not previously engaged new course or course redesign development under a QM review. Also, priority may be given to online program needs or program growth into online delivery for consideration. The Dean will provide a list of faculty who have completed QM training.

3. Application Process

- e) Each spring, the Dean will announce the availability of DE funding for the following fall and spring semesters. FTSCA will announce the deadline for proposals.
- f) Applicants should submit the application form electronically to the Associate Dean's Senior Administrative Assistant. The members of FTSCA will receive copies of the applications from the Senior Administrative Assistant with applicants' names redacted.
- g) The FTSCA Committee Chair will forward the committee's recommendations to the Associate Dean for preliminary approval, and official notification of college level awards will be made in writing by the Dean's Office.
- h) Copies of successful applications shall be kept by the Dean's Office for three (3) years. These will be available for examination by potential applicants in the future.

4. Completion of the Project

- a) DLAI will fund the CLA-approved faculty participation in one or more QM professional development pathways upon the completion of external QM review or QM PRC course for the peer reviewers. (See Table 1.)

- b) CLA will allocate a portion of funds from the DE account for this purpose annually. Then, CLA will cover the cost for QM course peer reviews and provide faculty stipends in one or more QM professional development pathways. This stipend would be issued at CLA’s discretion at the end of summer and after QM reviews have been completed and with the recommendations from DLAI to the Dean. (See Table 1.)

Application forms can be found on the college website at the following web address:
<http://cla.tamucc.edu/about/forms.html>.

Table 1

Pathway 1: Course Redesign

Milestones	Cost	Responsible party
QM APPQMR Workshop Registration	\$220 per faculty	DLAI
QM Course Review	\$1300 per course	CLA
Recommended faculty stipend (upon completion)	\$1500 per faculty	CLA

Pathway 1: New Course Development

Milestones	Cost	Responsible party
QM APPQMR Workshop Registration	\$220 per faculty	DLAI
QM Course Review	\$1300 per course	CLA
Recommended faculty stipend (upon completion)	\$2000 per faculty	CLA

(Refer to Course Design / Redesign – Suggested Milestones)

Pathway 2: Become a QM Peer Reviewer

Milestones	Cost	Responsible party
QM APPQMR Workshop Registration	\$220 per faculty	DLAI
QM PRC Course Registration	\$220 per faculty	DLAI
Recommended faculty stipend (upon completion)	\$2000 per faculty	CLA

(Refer to Become a QM Peer Reviewer – Suggested Milestones)

D. Evaluation Rubrics for Pre-grant release

Evaluation rubrics for some areas are listed below for consideration. FTSCA committee may add additional areas as appropriate in response to the submission of proposals.

1). Pre-Grant Release Time Evaluation Rubric (5 being strong, 3 being neutral, 1 being weak)

Feasibility of the project (Is this project likely to be completed in the timeframe specified?)

5 4 3 2 1

Is this project in alignment with TAMU-CC's mission and vision?

5 4 3 2 1

Does this project contribute to CLA (raise CLA's profile, in alignment with the strategic goals/priorities when they are established)?

5 4 3 2 1

Scholarly merit of the project that the applicant is trying to pursue with the grant.

5 4 3 2 1

2). Distance Education Development Funds Evaluation Rubric

Refer to the selected criteria under procedures for Distance Education Development Funds

CLA QM Pathway 1: Course Design/Redesign – Suggested Milestones

Month/Year	Faculty Milestones
November / December 2024	Attend a 1-hour consultation with the IDs concerning the Pathway's goals, expectations, and timelines.
January 2025	<p>Register for the QM Workshop (APPQMR): Work with your assigned instructional designer (ID) to sign up for the Applying the Quality Matters Rubric (APPQMR) workshop.</p> <p><i>Workshop dates (choose one):</i></p> <ul style="list-style-type: none"> • Jan 7 – Jan 21 • Jan 14 – Jan 28 • Jan 21 – Feb 4
February 2025	<p>Early February: Schedule a consultation with your ID. You will discuss mapping your course and will receive the course map template. You will also receive your Canvas QM-compatible sandbox course.</p> <p>Start mapping the first 50% of your course and building it within the Canvas sandbox.</p>
March 2025	<p>Schedule a meeting with your ID for any questions about mapping/alignment or meeting QM Standards.</p> <ul style="list-style-type: none"> • By Mar 15: The first 50% of your course is mapped and built in Canvas. • By Mar 31: Receive feedback on the first half of your course from your ID.
April 2025	Schedule a meeting with your ID to discuss the feedback you received. Then, begin making amendments and building the second 50% of your course.
May 2025	<p>Schedule a meeting with your ID for any questions about mapping/alignment or meeting QM Standards.</p> <ul style="list-style-type: none"> • By May 15: Complete the second 50% of your course map and Canvas course. Address all feedback from the first half. • By May 31: Receive feedback on the second half of your course. Make recommended changes as soon as possible.
June 2025	Early June: After applying feedback, work with your ID on submitting the course for external QM Review. Your QM peer review team will schedule a 1-hour phone call with you before the review. Please allow up to three weeks for the QM peer reviewer team to submit their reviews and recommendations to you.
July 2025	Receive feedback from your peer reviewers and start amending your course to reach the 85% met level (a requirement for receiving the QM Course Certification). Schedule a meeting with your ID for consultation concerning the review.
August 2025	Continue working on feedback. Consult with ID as needed. <i>Depending on the number of recommendations that need to be addressed, you may be able to finish the review in August.</i>

CLA QM Pathway 2: Become a QM Peer Reviewer – Suggested Milestones

September	Complete the QM External Review process. Documentation of QM Course Certification is provided to the Dean of the College of Liberal Arts to initiate the payment process.
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Month	Faculty Milestones
November / December	Attend a 1-hour consultation with the IDs concerning the Pathway's goals, expectations, and timelines.
January thru May	<p>Work with your instructional designer (ID) to register for the following workshops:</p> <ul style="list-style-type: none"> • Applying the Quality Matters Rubric (APPQMR) (two weeks online) • Higher Ed Peer Reviewer Course (PRC) (three weeks online) <p><i>Completion of APPQMR is required to participate in the Peer Reviewer Course.</i></p> <p>Deliverable: Certificates of completion for both the QM APPQMR and PRC workshops.</p>
June	Documentation of both QM course completions is required and will be submitted to the Dean of the College of Liberal Arts to initiate the faculty payment process.