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|  | **2016-2017  Faculty Advancement Funds** |

The vision for Central Carolina Community College is to be a nationally recognized, world-class leader which provides opportunities that contribute to economic progress and cultural enrichment for students and communities we serve. To empower faculty to take an active role in achieving this ideal, Central Carolina offers financial assistance to full-time faculty members to attend nationally/regionally-recognized professional development workshops, conferences, and/or seminars. Proposals are reviewed by the Faculty Advancement Funds Committee and are prioritized for funding allocation using the guidelines listed below.

Before submitting your faculty advancement funds application, you are required to discuss your idea with your department chair and dean.

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| For 2016-2017 funding, applications will be accepted beginning Thursday, July 28, 2016. |

Guidelines for Allocation of Funds

* Funding is available to all full-time faculty.
* Travel requests that directly relate to recertification, or reaccreditation of a program or individual, or incorporating sustainability will be given greater consideration.
* First-time applicants, presenters at national/regionally-recognized or local conferences, and officers of the sponsoring organization directly involved in planning the conference will be given priority.
* Conferences and workshops must be directly work-related and specific to the mission, vision, values, and goals of the college.
* The maximum amount that will be awarded is $1,250 per individual per trip. Any amount over the award will be the responsibility of the traveler’s departmental funds or of the traveler. Additional funding sources may be utilized.
* Funding awards cover transportation, lodging, meals, and registration.
* Upon return from funded travel, faculty awarded Advancement Funds are expected to bring knowledge back to the College by presenting meaningful information to his/her department, or by facilitating a professional development session (contact Daisha Gaines).
* Funding to attend the same conference in consecutive years is not preferred.
* All activities must be complete and travel reimbursements submitted to the Business Office by June 23, 2017.

Getting Started

* Read this application thoroughly.
* Completed application includes all required signatures (department chair/program director, dean/provost, and yours).   
  Note: You must have all signatures on the application prior to submitting to the committee. Begin this process early as delays may occur.
* Provide a breakdown of expected expenses including CCCC mileage and lodging rates.
* Create a brief written proposal detailing how the event is directly work-related and critical to the mission, vision, values, and goals of the college, the strategic plan of the college, and related to certification/recertification or accreditation/reaccreditation.
* Event information in the form of brochures, online announcements, flyers and registration form must be attached to application.

What Needs to be Included in the Application?

The 2016-2017 Faculty Advancement Funds document (see pages 4-5) will request the following information:

1. Activity Title
2. Your Name & Title
3. Others Involved in Activity
4. Signatures of Department Chair/Program Directory and Dean/Provost
5. Brief Activity Summary
6. Brief Activity Justification
7. Expected Learning Outcomes and Benefits for Students
8. Breakdown of Expected Expenses Including CCCC Mileage and Lodging Rates

How Do I Submit My Application?

Please complete pages 4-5 of this packet and submit your application to the Center for Teaching and Learning, Attention: Amanda Carter in the Science Building (Sanford Campus).

Who Will Review my Application?

Your application will be reviewed by the Faculty Advancement Funds Committee composed of your faculty peers from across departments and campuses.

What are the Criteria for Selection?

The committee will evaluate and select the proposals that are related to the mission, vision, values, goals, and strategic plan of the college. The criteria for selection include:

1. Activities that have the potential for significant impact on student learning and development in the classroom
2. Activities designed to promote student success and further innovation in teaching and learning
3. The number of students, faculty, departments, classes, and programs influenced by the project
4. New programs and campuses.

When Will I Be Notified?

Applications submitted by the last day of the month will be reviewed by the 15th of the following month. The winners will be notified via email and will be asked to give-back by facilitating a professional development session and/or sharing information with their departments. Completed activities must be evaluated based on how learning improved. A Project/Activity Evaluation form is included on page 6 of this packet.

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|  | **2016-2017 Application Faculty Advancement Funds** |

Activity Title:

Your Name:

Your Title:

Others Involved in the Activity:

Your Department:

Date Submitted:

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| *Your Signature* | *Date* |
| *Print Name* |  |
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| *Department Chair Signature* | *Date* |
| *Print Name* |  |
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| *Dean Signature* | *Date* |

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| *Print Name* |  |

Application Narrative - Faculty Advancement Funds

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| 1. Activity Summary: |
| *Please provide a brief summary of your professional development activity and how it will benefit you. Is the activity related to certification/recertification or accreditation/reaccreditation? Will you be presenting, serving on a panel, chairing a session, or are you an officer of the organization? Please include a timeline of your activity.* |

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| 1. Activity Justification: |
| *Please briefly explain how the activity relates to existing methods of teaching and learning, why it is worthwhile, and how the findings/knowledge gained could be shared with other faculty and students.* |

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| 1. Expected Learning Outcomes and Benefits for Students: |
| *Please provide a list of your expected learning outcomes and benefits for students.* |

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| 1. How Activity Supports College Mission, Vision, Values, Goals, and Strategic Plan |
| *Please briefly explain how the activity will support the College’s mission, vision, values, goals, and strategic plan.* |

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|  | **2016-2017 Faculty Advancement Funds Evaluation** *To be completed after the fact.* |

Name of Conference/Activity:

Participants:

Date(s) of Conference/Activity:

1. Did this conference/ activity improve or enhance your instruction? (Agree/Disagree)  
     
   If agree, please explain how your instruction has improved or been enhanced.

1. How did this project /activity impact student learning?
2. How do you plan “to give back” to the college now that you’ve returned? Ex: Facilitating a professional development session, sharing information with your department.

Please share information and materials acquired through the project or activity. Send to Amanda Carter (abcarter@cccc.edu). Thank you for participating in the Faculty Advancement Funds.