



FACULTY DEVELOPMENT COMMITTEE GUIDELINES, 2006-2007

Committee Role

The Faculty Development Committee serves as a planning arm of the office of Academic Affairs and the faculty of the college with respect to matters pertaining to faculty development in teaching, educational technology, research and service.

Committee Functions

1. Assesses faculty development interests and needs.
2. Plans and implements activities in support of faculty development.
3. Recommends programs to improve teaching, research, and/or support effectiveness.
4. Finds funds (i.e. grants and fellowships) to support faculty development activities.
5. When funds are available, develops guidelines for the distribution of funds allocated for faculty development.
6. Reviews and evaluates the effectiveness of faculty development activities.
7. Facilitates communication with the faculty at large.

Excerpts from Faculty By-laws document, 2005-06

Committee Members

| Name | Academic Program | Extension | Email |
|-------------------------------------|-------------------------|------------------|--|
| Alan Goble (Chair) | Psychology | x2283 | goble@bennett.edu |
| Ambrous Jacobs | Political Science | x2187 | ajacobs@bennett.edu |
| Yamuranai Kurewa | Social Work | x2180 | ykurewa@bennett.edu |
| Stephanie Lawrence-White | Music | x1522 | slwhite@bennett.edu |
| Linda Parker | Music | x2331 | lparker@bennett.edu |
| Tara Wade | Mathematics | x2339 | twade@bennett.edu |
| Mary Kate Holden (Senate Oversight) | Biology | x2293 | mholden@bennett.edu |
| Anna Hammond (Ex-Officio) | Academic Affairs | x2239 | ahammond@bennett.edu |
| Donna Oliver (Ex-Officio) | Academic Affairs | x2154 | doliver@bennett.edu |



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Introduction

The 2006-2007 Faculty Development Committee, chaired by Alan Goble with ex-officio assistance by Donna Oliver and Anna Hammond, has been tasked with distributing funds raised via the 2005 Gala Event to enhance the Faculty Development process and manage financial support of research, travel, and instructional improvement efforts.

Fund Distribution (note: these allocations may change)

The \$250,000 sum earmarked for faculty development will be distributed in the following manner, as determined by an ad hoc committee.

- Year 1 \$83,000
- Year 2 \$83,000
- Year 3 \$84,000

Each year, 40% of the available funds will be distributed to the divisions to develop procedures and guidelines to address faculty needs for:

- Faculty Travel
- Faculty Research and/or Faculty Short Course or Study

The remaining 60%, which in 2006 represents approximately \$50,000, will be distributed by the Faculty Development committee in response to proposals in the following areas:

- Approx. \$15,000 for Equipment
- Approx. \$5,000 for Equipment Supplies
- Approx. \$15,000 for Furniture (for the Faculty Development Room)
- Approx. \$10,000 for Institutional Dues and Subscriptions
- Approx. \$5,000 for Consultants for Institutional Faculty Workshops

*Per 11/15/05 memo, Gwendolyn Bookman;
12/5/05 e-mail, Audrey Campbell
2/2/06 e-mail, Donna Oliver*



BENNETT COLLEGE FOR WOMEN

FACULTY DEVELOPMENT COMMITTEE GUIDELINES, 2006-2007

Purpose

The primary purpose of Faculty Development at Bennett College for Women is to promote excellence in teaching at all ranks and high achievement in student learning inside and outside the classroom. The committee is dedicated to creating an environment for faculty to achieve excellence in teaching through innovation, collaboration, and technological support with a special focus on effective student learning and comprehensive assessment.

Mission

Faculty Development at Bennett College for Women is committed to the:

- Exploration of new, effective modes of teaching;
- Development of “competencies and achievements that contribute to effective teaching and student learning outcomes,” (*SACS, “Principles of Accreditation, p.25*)
- Facilitation and assessment of student learning;
- Effective integration of technology into course management, coursework, and students' classroom experience.
- “Ongoing professional development of faculty as teachers, scholars, and practitioners,” (*SACS, “Principles of Accreditation, p.26*)

Objectives

The following specific objectives are anticipated to be completed within the scope of the committee’s authority and allotted time frame.

1. Develop a faculty program aligned with the college’s mission and goals;
2. Enhance and maintain the infusion of technology across the curriculum to facilitate innovations in teaching, learning, research, and scholarship;
3. Survey the faculty to determine faculty use of technology in the teaching and learning environment; survey results will be analyzed to develop programs;
4. Offer programs to develop skill areas of need, and those in which faculty members demonstrate interest;
5. Develop and implement strategies to increase the number of faculty members attending on-campus Faculty Development activities;
6. Develop guidelines and processes for the distribution of applicable Gala funds; committee will meet to review and adjudicate received proposals.
7. Completion of documentation as necessary for SACS and Faculty By-laws, including an annual report, operational plan, agendas, and meeting minutes.

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Proposal Guidelines

It must be noted that the Faculty Development Committee has been tasked to allocate Gala funds only in the areas of: Equipment, Equipment Supplies, Furniture (for the Faculty Development Room), Institutional Dues and Subscriptions, Consultants for Institutional Faculty Workshops. All other requests, particularly those for Travel, Research, or Short Course Development, should be referred to the appropriate division for review.

The goal of fund distribution is to ensure faculty access to high-quality workshops, skill development opportunities, and resources and supplies necessary for continued instructional excellence; requests are restricted to full-time faculty with teaching appointments.

REQUEST GUIDELINES AND EVALUATION CRITERIA

All requests for funds must conform to the following standards to warrant consideration:

- Complete submission of official form to the Committee Chair as follows;
- A thoroughly detailed description of requested action, including detailed cost information and appropriate documentation (e.g. multiple estimates when possible)
- Clear and compelling justification for requested expenses, equipment, etc.
- Demonstrable effects (if approved) on one or more of the following aspects:
 - Professional development within applicant's discipline
 - Professional development in department, division, or institution.
 - Ability of the college to attract, retain, and advance first-rate faculty.
 - Providing challenging educational experiences for all students;
 - Other effects included as appropriate.

REVIEW PROCESS

Proposals will be reviewed within 15 business days as to their merit regarding the guidelines; each will be reviewed by at least two (2) committee members and voted on by the attending committee at its next regularly scheduled meeting. *Incomplete submissions may cause delays or proposal denial.*

Proposal submitters will be notified within 5 business days of the meeting as to the vote outcome.