

Memo To: All UH-Downtown/PS Holders

UH-Downtown/PS 10.A.24

From: Loren Blanchard, President

Issue No. 1

Effective Date: 06/14/2021

Subject: University Faculty Development Award Program

Page 1 of 7

## 1. PURPOSE

This PS provides guidelines for the administration of the University Faculty Development Award (FDA) program at the University of Houston–Downtown. The FDA program provides small project awards to support and enhance the University's educational mission and enrich its faculty. Awards are competitive and will be designated to projects that support faculty development and agency. The funding and assurance of institutional compliance for this program will be managed by the Associate Vice President for Faculty, Research and Sponsored Programs (AVP–FRSP).

## 2. DEFINITIONS

- 2.1 Faculty Development: Activities and programming that develops faculty knowledge, skills and agency in the areas of teaching, service, scholarship, leadership and other areas that intersect with the professoriate. Faculty Development does not include the execution of a particular research, scholarly, or creative project; funding for the research/scholarly/creative enterprise is provided by the Organized Research and Creative Activities (ORCA) Program (PS 06.A.08).
- 2.2 Project Award: Amount of funding made to support a project. The maximum award may vary between award cycles, but is limited to a maximum of 10% of the total funds available in the award cycle. The maximum award will be listed on the Award Announcement for the funding cycle.
- 2.3 Educational Mission: Defined here in accordance with the university, college, department, and/or program mission statement that is in place in the cycle of the announced call for proposals.

## 3. POLICY

- 3.1 Proposal Requirement
  - 3.1.1 To qualify for internal funding through the FDA Program, a faculty member must submit a complete Faculty Development Award Request Form. The

proposal must follow the format described in the [Format For FDA Request Form](#) and must provide all of the information required therein.

### 3.2 Proposal Eligibility and Criteria for Proposal Evaluation

- 3.2.1 Eligible proposals for the FDA Program must fall within the definition presented in section 2.1. Faculty Development does not include the execution of a research, scholarly, or creative project.
- 3.2.2 To qualify for internal funding through the FDA Program, each proposal will be evaluated using criteria listed on the FDA Evaluation Rubric. The rubric may be modified at the judgment and discretion of the University FDA Committee. The rubric that will be used to score proposals in a given funding cycle will be made available to faculty at the time the Request for Proposals and FDA Request Form documents are sent to faculty and staff who are eligible for the award.
- 3.2.3 The University FDA Committee that evaluates and scores submitted proposals will consider only proposals that clearly meet the definition in Section 2.1. It is the responsibility of the applicant to demonstrate that the proposed activities meet this definition.

### 3.3 Limitations and Unallowable Expenses

- 3.3.1 Expenses connected with student support, faculty compensation, and faculty release time are not supported by Faculty Development Awards.
- 3.3.2 For proposals that request funds for domestic conference travel, awards may only be granted where the proposer is unable to obtain full funding from other sources (including department travel budgets). The applicant should note in the submitted documentation that the funds requested from FDA for domestic conference travel are not available from the applicant's department. This restriction is not applicable to FDA requests for international conference travel funds, since department funds may generally not be used for international travel.
- 3.3.3 Funding requests to advance and improve curriculum through the purchase of equipment or supplies, guest speakers, and software should be made only when funds are unavailable from other sources (including department budgets).
- 3.3.4 Proposals which request the direct support of research, scholarly, or creative activities should be submitted to the Organized Research and Creative

Activities (ORCA) program. This restriction is not applicable to FDA request for professional development to enhance knowledge, skills and agency to develop and eventually execute a research, scholarship, or creative agenda.

### 3.4 Eligibility of Faculty and Staff

- 3.4.1 For an FDA proposed activity to be funded by the University, the proposer must hold a tenured or tenure-track appointment, be a full-time lecturer, or a professional librarian at the time the proposal is submitted and the activities of the proposal will be implemented.
- 3.4.2 FDA funds are discontinued with the termination of appointment to the University.
- 3.4.3 Members of the University FDA Committee and/or a Department FDA Committee are ineligible for funding through the FDA program during any application cycle in which they serve on these committees.
- 3.4.4 Applicants must be in good standing with the university at the time of funding.

### 3.5 Proposal Review

- 3.5.1 Department FDA Committees: Each academic department from which an FDA proposal originates must assemble a Department FDA Committee. The committee is appointed by the department chair. The committee to the extent possible should represent a range of disciplines from which proposals may be submitted. The purpose of the Department FDA Committee is to: a) engage in a review of proposals to ensure there is connection between each proposal's activity and the stated objectives of the FDA program; and b) to offer feedback and time for resubmission to the department committee prior to submission to the University FDA Committee. The Department FDA committee makes a recommendation on a proposal (via the Recommendation and Signature Form) but does not serve to render a decision of whether or not an application moves forward for review by the University FDA Committee.
- 3.5.2 The Department Chair and Dean: The Department Chair and Dean make a recommendation on a proposal (via the Recommendation and Signature Form) but does not serve to render a decision of whether or not an application moves forward for review by the University FDA Committee.

The Department Chair does not serve to render a judgement on whether or not the proposal moves forward to the Dean.

3.5.3 University FDA Committee: The University FDA Committee consists of two T/TT faculty representatives from each college, up to one lecturer from each of the five colleges, and one eligible staff member from the university library. Lecturers may choose whether to accept an invitation to serve on the University FDA Committee with consideration of the terms of their appointment. Selection of the committee members is left to the discretion of colleges and departments. Members of the University FDA Committee will serve two-year staggered terms. The AVP–FRSP will convene the committee, provide instructions and an overview of pertinent operating parameters, provide administrative support, and oversee the election of a committee chair. Review by the University FDA Committee will be based on the criteria set forth in the Faculty Development Committee Criteria for Evaluation Proposal rubric.

### 3.6 Grants and Expenditures of FDA Funds

3.6.1 The University FDA Committee may suggest that an FDA recipient be granted an amount greater or less than the original amount requested by the proposer. There are no limits on suggesting a lower award than originally proposed.

3.6.2 Use of FDA funds must comply with all regulations of the University of Houston System, UHD, the state, and the federal government.

3.6.3 Proposed activities requiring city, state, or federal permits must provide copies of the required permits to the AVP–FRSP before funds will be allocated.

3.6.4 No single award may be greater than 10% of the FDA funds available in that year.

3.6.5 Funds awarded for designated uses (for example, the purchase of software) may not be re-budgeted into another category unless approved in advance by the AVP–FRSP.

3.6.6 All expenditures from faculty FDA accounts must be approved by the faculty member, department business administrator, and the college business administrator.

- 3.6.7 All FDA funds awarded to a faculty member must be expended within three long semesters from the date of notification of the award. Unexpended funds at the end of this period will be returned to the University. Requests for no-cost-extensions to FDA awards should be directed to the AVP-FRSP.
- 3.6.8 If the SVPAA/Provost determines any modifications to the recommendations need to be made, they will consult the university FDA Committee.

3.7 Required FDA Reports

- 3.7.1 Within 18 months of the end of the semester in which the FDA notification of award is received, the recipient will submit a final report summarizing the results of the FDA activities funded by the grant to the Provost and AVP–FRSP using the format described in the [Format For FDA Final Report](#).
- 3.7.2 In the report, award recipients are required to describe the product, outcome or deliverables generated from the project funded by the FDA.
- 3.7.3 The AVP–FRSP will archive all final reports of FDA recipients and will make them available to the university community upon request.
- 3.7.4 FDA recipients also may be required to present the findings or products of this project to the university community at a forum to be determined by the Provost.
- 3.7.5 Award recipients are ineligible for future FDA funds until a report is submitted.

**4. PROCEDURES**

- 4.1 For proposal submission and review process and timeline see the “Procedures and Timeline” table below in section 4.2. If any due date falls on a holiday, the due date is moved to the next work day.
- 4.2 Procedures and timeline table.

By the first Monday in May	Each academic department will have formed their Department FDA Committee and will have selected and announced the name of the individual who will serve as chair of the committee. The Senate will follow Faculty
----------------------------	---

	Senate procedures to complete the elections for each department's representative to the University FDA Committee; the Senate will send the names to the AVP-FRSP and the Senior VPAA/Provost.
By the second Monday in September	The AVP-FRSP will distribute a call for FDA proposal submission with reference to the proposal guidelines. The call for proposals will also contain the deadline for proposal submissions.
By the second Monday in October	Proposer submits proposal to the Department FDA Committee. [Note: Prior to the fourth Monday in September, any revisions and review at this level should be completed by all parties including the Department FDA committee chair, the Department Chair, and the College Dean.] By this date also, the University FDA Committee should have met and elected a chair.
By the third Monday in October	Department FDA Committee provides written feedback to the applicant.
By the third Thursday in October	The applicant resubmits the proposal to the Department FDA Committee either addressing the feedback or providing a written statement attached to the proposal on why the feedback was not addressed. The Department FDA Committee considers the resubmitted material in its entirety for the Recommendation and Signature Form.
By the first Monday in November	Applicant submits final proposal to Department Chair, College Dean, and the AVP-FRSP (who will record the submission, ensure that it meets regulatory requirements for funding given in section 3.5, and forward it to the University FDA Committee). Department FDA Committee also forwards the <a href="#">Recommendation and Signature Form</a> to Department Chair who then sends to College Dean.
By the second Monday in November	The Dean submits the <a href="#">Recommendation and Signature Form</a> to the AVP-FRSP, who forwards it to the University FDA Committee.
By the last Monday in November:	The University FDA Committee sends its funding recommendations to the AVP-FRSP with a cover letter from the committee chair and spreadsheet in which each proposal is

	listed in rank order from highest priority for funding (top) to lowest priority for funding.
By the second Monday in December:	The Provost will notify each applicant, the Chair of the University FDA Committee, all department chairs, and all college deans of funding decisions. The AVP–FRSP will send the <a href="#">Recommendation and Signature Form</a> and justification statements to all applicants.
By the third Monday in December:	The Provost will announce the names and project titles of all FDA recipients to the UHD community.

## 5. REVIEW PROCESS

- 5.1 Responsible parties: Associate Vice President for Faculty, Research and Sponsored Programs.
- 5.2 Review: Every three years on or before May 1<sup>st</sup>.
- 5.3 Signed original on file in the Office of Human Resources.

## 6. POLICY HISTORY

No prior issues of this policy.

## 7. REFERENCES

[Format for FDA Request Form](#)  
[Format for FDA Final Report](#)  
[Recommendation and Signature Form](#)  
[Faculty Development Committee Criteria for Evaluating Proposal](#)