

POLICY STATEMENT CONCERNING FACULTY PROFESSIONAL DEVELOPMENT FAM 854.34

1. **Preamble:** The California State University, San Bernardino is firm in its commitment to support a comprehensive program of Faculty Professional Development. The program encourages academic activities related to research, instruction, library projects, development of grant proposals, creative and other appropriately related work which will assist in helping faculty members improve their competence as teachers and scholars. To coordinate this program and assist in its expansion, a Faculty Professional Development Coordinating Committee shall be organized.

2. Faculty Professional Development Coordinating Committee Composition

2.1 Six tenure-track faculty members, one from each College/Library. These shall be appointed by the Faculty Senate Executive Committee in consultation with the appropriate Constituent Unit Election Officers.

2.2 Faculty members shall serve two-year terms. Terms shall be staggered.

2.3 The following persons shall serve as ex-officio members of the committee.

2.3.1 The Associate Provost for Research

2.3.3 The Director of Research and Sponsored Programs

2.3.4 The Director of the Teaching Resource Center

3. Functions of the Faculty Professional Development Coordinating Committee

The Faculty Professional Development Coordinating Committee (FPDCC) shall coordinate all faculty professional development activities, which fall within the following areas:

3.1 Recommend the distribution of campus faculty professional development funds including Research, Scholarship and Creative Activities (*RSCA*) funds among the categories of Mini-grants, Faculty Research Awards, and Summer Research Fellowships.

3.2 Recommend funding needs for faculty professional development.

- 3.3 Explore and recommend additional sources of funding, both on and off campus, for faculty professional development.
- 3.4 Request data from appropriate parties on all expenditures for faculty professional development purposes. Such data shall be used to submit required campus reports to the Chancellor's Office.

The recommendations indicated above shall be made to the Vice President for Academic Affairs/Provost.

4. Procedures for Review of Professional Awards Programs

- 4.1 The procedures apply to award applications received after the date of formal approval of this policy by the Faculty Senate.
- 4.2 Information pertaining to decisions for professional awards under programs administered by the Faculty Professional Development Coordinating Committee shall be summarized and maintained by the Office of Academic Research.
For each project, the summary information shall include type of award, college, title of proposal, author(s), funding amount, and recommendation.
- 4.3 The summary data information listed in 4.2 shall be maintained within the Office of Academic Research along with a final report by the award recipient(s) on the outcome of the completed project and use of the funds awarded.
- 4.4 Final reports for funded proposals shall be submitted to the Office of Academic Research. A copy of each final report shall be placed in the appropriate faculty member(s)' Working Personnel Action File.
- 4.5 For each funding cycle or award program, summary information shall be provided to the college Professional Awards Committee (PAC) by the Office of Academic Research. The information will be used to identify current submissions for professional awards by faculty who have received one or more previous awards and who have failed to submit final reports.
- 4.6 Those proposals associated with incomplete files from a prior funding cycle or award program (i.e., proposals without final reports) shall be excluded from the proposals submitted to the college PAC for review. The Office of Academic Research shall notify authors of proposals without appropriate documentation that their submissions have been disqualified on this basis.

- 4.7 The call for proposals for each award program shall stipulate that final reports for previous awards are required in order for a proposal to be given consideration by the college PAC.
- 4.8 On an annual basis, the Faculty Professional Development Coordinating Committee shall review the completed files. The review will summarize in aggregate form the characteristics of all proposals funded and completed. This information shall be used to determine the effectiveness of the various award programs (i.e., whether each award program is meeting its stated objectives). The information also may have implications for eliminating underused award programs and for generating new categories of funding support for professional growth. Finally, the ad hoc review shall provide information to be used in annual and other reports on University faculty professional development programs.
- 4.9 Exception for College-Level Professional Development Resources and Support

The provisions contained herein do not apply to professional development resources and support provided by a college to its faculty from sources other than those provided by the Chancellor's Office. Colleges will develop their own criteria and procedures for awarding such college-level support and reporting such awards to college faculty.

5. Reporting Requirements

5.1 The Office of Academic Research shall provide the Faculty Senate with an annual report on the number of awards, the source of funds, the amount of funding in each award category, and the distribution of awards by college.

FSD 88-11.R5

Approved by the Faculty Senate

Karen Kolehmainen, Chair

Date: 2/14/17

Reviewed by the Academic Affairs Council

Shari McMahan, Provost and
Vice President for Academic Affairs

Date: 3/17/17

Approved by the President

Tomás Morales

Date: 3/17/17