

National Technical Institute of the Deaf

Faculty Evaluation and Development (FEAD) Guidelines

Revised – April 27, 2012

Faculty Evaluation and Development (FEAD) grants are monetary assistance provided by the Institute to faculty members for the purpose of pursuing areas of professional development that address the Institute's educational goals or department, college, or Institute strategic plans.

Eligibility:

Per RIT guidelines, all tenured and tenure-track faculty members are eligible to apply for FEAD grants.

Guidelines:

- FEAD grants are linked to a faculty member's yearly appraisal as well as to his or her Plan of Work (POW), which is developed in conjunction with that appraisal. When the faculty member's current POW identifies a professional development activity that would strengthen his or her performance, this activity is eligible for FEAD support.
- The professional development activities eligible for FEAD grants should address department or college educational goals, or college/Institute strategic plans.
- Examples of activities supported by FEAD Funds include:
 - opportunities to take courses;
 - workshops or other types of training;
 - assistance in course development;
 - enrollment in professional certification programs;
 - tutoring (to strengthen job related skills);
 - books and other supplies;
 - initiating a new scholarship activity;
 - becoming active in a professional association in one's discipline or in deaf education by attending a regional or national professional conference.

A listing of funded projects will be provided upon request.

- Activities that are fully funded through other professional development programs will not be considered for FEAD grants.
- If the FEAD activity involves travel expenses, the department chair is required to certify that departmental travel funds for that individual have been exhausted before FEAD will supplement travel costs.

- ❑ Attendance at a conference must clearly contribute to the faculty member's professional development as required by his or her POW. An opportunity to present at a conference is not sufficient criteria to qualify for FEAD funds. Due to the expense of travel, even an excellent proposal for professional development might only be partially funded.
- ❑ Faculty needing interpreting services at off-site locations need to first negotiate for interpreter support at the site and, if necessary, include these expenses in their budget. Interpreting expenses associated with approved FEAD requests are funded (through Gail Tobin) by the VP/Dean's office.
- ❑ The faculty member's proposal for funding must be accompanied by a statement from the department chair (or in the case of a proposal submitted by a chairperson, the next level of management). A form for the chairperson's statement is attached.
- ❑ It is expected that the faculty member and chairperson will report on the impact on the faculty member's performance resulting from the FEAD-sponsored project in the subsequent annual review and POW cycle. Grant recipients must submit an evaluation of their FEAD-supported activity, and share their experiences with others so as to disseminate the knowledge gained through this opportunity.

Procedure:

1. The FEAD Committee will review a proposal when a complete application has been submitted.
2. The Committee reviews proposals and then makes a recommendation to the Associate Vice President for Academic Affairs to support or not support the proposal.
3. The Associate Vice President reviews the proposal and the Committee's recommendation and makes the final decision whether or not to support the proposal. If the Associate VP does not concur with the award made by the FEAD committee, the Associate VP will communicate this objection to the committee. In a situation where the Associate VP and the committee cannot reach consensus regarding an award, the Vice President/Dean will be the final arbiter.
4. Final notification of the FEAD grants will come from the Associate Vice President's Office.
5. The Associate Vice President will be responsible for the disbursement of the FEAD awards.

Timeline:

FEAD proposals will be considered as they are submitted; however, it is strongly recommended that faculty submit proposals at least 1 quarter in advance of the proposed activity to allow sufficient time for the review process to take place.

FEAD Committee Quarterly Review Timeline

Date of Activity	Submission Deadline	Committee Decision	Dean's Decision
Fall Quarter	Before the end of the 4 th week of Fall qtr.	End of the 5 th week of the Fall qtr.	End of the 7 th week of Fall qtr.
Winter Quarter	Before the end of the 2 nd week of Winter qtr.	End of the 3 rd week of the Winter qtr.	End of the 5 th week of Winter qtr.
Spring Quarter	Before the end of the 2 nd week of Spring qtr.	End of the 3 rd week of the Spring qtr.	End of the 5 th week of Spring qtr.
Summer Quarter	Before the end of the 2 nd week of Summer qtr.	End of the 3 rd week of the Summer qtr.	End of the 5 th week of Summer qtr.

The FEAD Committee and the Office of the Associate Vice President cannot guarantee that proposals submitted less than one quarter prior to the proposed professional development activity will be approved prior to the date(s) of that activity.

Requests for FEAD funds and accompanying statement from the department chair must be submitted to the office of the Associate Vice President for Academic Affairs, in care of Patricia Hezel, LBJ-2850. Electronic submissions may be forwarded [to: pahnvd@rit.edu](mailto:pahnvd@rit.edu).

These Guidelines and accompanying forms are available on the VP/Dean's Web site at <http://www.ntid.rit.edu/president/documents/feadguidelines.pdf>.

