A Faculty Evaluation and Development (FEAD) grant provides monetary assistance to faculty members for the purpose of pursuing areas of professional development that address the Institute’s priorities and/or department, college, or Institute strategic plans.

Priorities cover the following five areas: 1) academic excellence; 2) student success; 3) research, scholarship, creative work and innovation; 4) faculty and staff success; and 5) global and multicultural education.

Eligibility

RIT guidelines (see www.rit.edu/~w-policy/sectionE/E7.html) stipulate that all tenured and tenure-track faculty members, senior and principal lecturers, and lecturers eligible for multiple year contracts may apply for FEAD grants.

Guidelines

- FEAD grants should be linked to a faculty member’s Plan of Work (POW) developed in conjunction with the annual review. 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.

- FEAD grants may not be used to cover payments for services provided by third parties, except where the service is related to the provision of access.

- 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
  - 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

Additional examples of FEAD-supported projects can be provided upon request.
Activities that are fully funded through other professional development programs will not be considered for FEAD grants.

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 typically funded by the President/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 supervision. 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 typically within one semester of the completion of the activity and share their experiences with others so as to disseminate the knowledge gained through this opportunity. The final evaluation report should be sent to the office of the Associate Vice President for Academic Affairs (AVPAA) Johnson Hall-2839 (in care of Sydney Long; sslnvd@rit.edu).

Application Procedure

Step One
Applications for FEAD funds and accompanying statement from the department chair must be submitted to the office of the AVPAA, (in care of Sydney Long, LBJ-2839. Electronic submissions may be forwarded to Sydney at sslnvd@rit.edu.)

Step Two
FEAD proposals are first reviewed by the AVPAA’s budget staff to verify that appropriate accounting protocols are being followed.

Step Three
Once the accounting review is complete, a proposal is reviewed by the FEAD faculty committee, which makes a recommendation to the AVPAA to support or not support the proposal.

Step Four
Having reviewed the proposal and the committee’s recommendation, the AVPAA makes a decision whether or not to support the proposal. If the AVPAA disagrees with the committee’s recommendation, he or she will communicate this to the committee. In a situation where the AVPAA and the committee cannot reach consensus regarding an award, the president will be the final arbiter.

Step Five
Final notification of the FEAD grant will come from the office of the AVPAA in the form of an official letter with copy to the department chair and department budget staff assistant, who is responsible for monitoring the FEAD grant expenses.
**Reimbursement Procedure**

Reimbursement occurs when the department budgetary staff assistant completes a journal entry and sends all documentation and copies of receipts with a screenshot of the journal entry to the office of the AVPAA (Barbara DellaVilla, LBJ-2848). The AVPAA’s budget staff will forward all information to the RIT Accounting Office (Gary Maccarone) with approval to post the journal entry.

**Timeline**

FEAD proposals will be considered as they are submitted, preferably at the beginning of the academic year. It is strongly recommended that faculty submit proposals at least **one semester in advance** of the proposed activity to allow sufficient time for the review process to take place.

<table>
<thead>
<tr>
<th>Date of Activity</th>
<th>Submission Deadline</th>
<th>Committee Decision</th>
<th>Dean’s Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>Before the end of the 7th week of Fall semester</td>
<td>End of the 9th week of the Fall semester</td>
<td>End of the 11th week of Fall semester</td>
</tr>
<tr>
<td>Summer</td>
<td>Before the end of the 3rd week of Spring semester</td>
<td>End of the 7th week of the Spring semester</td>
<td>End of the 9th week of Spring semester</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>Before the end of the 7th week of Spring semester</td>
<td>End of the 9th week of the Spring semester</td>
<td>End of the 11th week of Spring semester</td>
</tr>
</tbody>
</table>

**NOTE**

- Proposed timeline for project activities and reimbursement must be completed by **September 15** of the current fiscal year. Funds do not carry over from one fiscal year to the next. If the proposal needs to span multiple fiscal years, project activities must be clearly designated Phase I and Phase II and expenses reimbursed in the appropriate fiscal year.
- All project activities need to be documented with receipts by the applicant’s department. A journal entry should be processed by the department budget staff and submitted to RIT Accounting. All documentation and copies of receipts should be sent electronically to the office of the AVPAA (Barbara DellaVilla) before FEAD funds will be reimbursed to the department.
- Project expenditures and disbursements can be submitted to the AVPAA’s budgetary office periodically during the current fiscal year for reimbursement. (Refer to FEAD Funds Reimbursement Procedures attached.)
- FEAD awards cannot be used for salaries to reimburse or hire RIT/NTID employees or student employees, nor may previous project-related expenditures be reimbursed retroactively.

These Guidelines and accompanying forms are available on the VP/Dean’s Website at [www.ntid.rit.edu/pd/grants](http://www.ntid.rit.edu/pd/grants).
Faculty Evaluation and Development (FEAD)  
Request for Professional Development Funds  

Applicant Name:  

Date:  

Status (please check one):  

- Tenured Faculty  
- Tenure-Track Faculty  
- Principal Lecturer  
- Sr. Lecturer  
- Lecturer*  

*To access FEAD funding, lecturers must have served at least three years in a full-time position.

Department:  

Co-Applicant(s)/Department(s):  

Describe the professional development activity you are proposing. Include general objectives of the proposal, specific planned activities and expected outcomes, and project timelines. If the proposal is to run beyond one fiscal year (October-September), divide activities into Phase One and Phase Two.

Activity Timeline (be specific):  

Breakdown of proposed costs:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (include transportation, lodging, meals, and other related fees)</td>
<td>$________</td>
</tr>
<tr>
<td>Professional Development</td>
<td>$________</td>
</tr>
<tr>
<td>Registration</td>
<td>$________</td>
</tr>
<tr>
<td>Supplies</td>
<td>$________</td>
</tr>
<tr>
<td>Software</td>
<td>$________</td>
</tr>
<tr>
<td>Postage</td>
<td>$________</td>
</tr>
<tr>
<td>Research and Testing</td>
<td>$________</td>
</tr>
<tr>
<td>Other (explain)</td>
<td>$________</td>
</tr>
</tbody>
</table>

Total Estimated Costs: $________  SAVE ALL RECEIPTS

Source(s) of funding:

- Department support: $________
- Other revenue support: $________

Total FEAD requested: $________
State how this activity directly relates to your professional development requirements as outlined in your Plan of Work:

Applicant’s Signature: ____________________________

AVPAA Internal Use Only

FEAD Application Received
AVPAA Budgetary Review
Sent to FEAD Committee
FEAD Committee Rec/Feedback to AVP
FEAD Award Amount
Funding Source:
   NTID FEAD Operating ______
   Provost FIF Fund’s ______

AVPAA Official Notification to Applicant
JE/Reimbursement Receipts due by
Applicant’s Evaluation Report due by
Faculty Evaluation and Development (FEAD)
Request for Professional Development Funds

Faculty Evaluation and Development (FEAD)
Statement from Applicant's Chair

Applicant's Name: ______________________________________  Date: ______________
Department: ____________________________________________________________________

Applicant's Chair: Please state the relevance of the proposed activity to the applicant's professional development needs as identified in his or her Plan of Work, or to an identified departmental need. Include a statement of the benefit of the proposed professional development activity to the individual faculty member's performance, to his or her department, and/or to the Institute.

While the committee recognizes the value of scholarly dissemination; presentation at a conference, giving workshops, etc. for the purposes of FEAD funding is not considered professional development per se. If the applicant is presenting at a conference for which funding is being requested, include a statement on how the conference itself holds merit as a professional development activity as prescribed by his or her POW, apart from the applicant's presentation.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Is travel money requested?  _______ Yes  _______ No

*If yes, all of my department travel fund allotment for this faculty member is either exhausted or committed for this budget year (please check one): _______ Yes  _______ No

Chair’s Signature: ____________________________________________________________
Faculty whose professional development projects have been funded by FEAD grants are required to briefly evaluate the activity in writing within one academic semester upon completion of the project. Copies of the report are to be submitted to the Office of the Associate Vice President for Academic Affairs.

Please provide a brief summary of professional development activities supported by your FEAD grant.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date(s) of funded activity: ________________________________________________

Return report to: Office of the Associate Vice President for Academic Affairs, LBJ-2839 within one semester of the date(s) of the funded activity, above.