

Memorandum

TO: All Faculty
FROM: Brad Cook
DATE: 7/9/2012
RE: Changes to Faculty Scholarly Support Fund Process

Dear Faculty Colleagues,

The Provost's Faculty Scholarly Support Fund (FSSF) was created to further the faculty's scholarly and creative work. Additional financial resources have been added to this fund each year since I have been in this position. We are very committed to supporting our talented faculty in their professional development. However, the process itself needed to be reviewed. After a comparison with several of our peer institutions, and feedback from several faculty, changes have been made. This memo outlines the changes we are making to the application process.

The following parts of the process will **NOT** change:

1. The deadlines, as posted on the Faculty Scholarly Support Fund section of the Provost's website, **will remain the same.** They are as follows:

- April 5th, 2012 (1st Call FY13) - travel July 1, 2012 - December 31, 2012
- September 6th, 2012 (2nd Call FY13) - travel October 1, 2012 - March 31, 2013
- October 25th, 2012 (3rd Call FY13) - travel January 1, 2013 - June 30, 2013
- January 10th, 2013 (4th Call FY13) - travel April 1, 2013 - September 30, 2013

2. **Forms will continue to be centralized at the Provost's website,**
<http://www.suu.edu/academics/provost/pfdvl/>.

3. The Faculty Development Support Fund (FDSF) will continue to be administered through the Center of Excellence for Teaching and Learning. More information on the application process for this fund is found here,
<http://www.suu.edu/facultycenter/fdsf.html>

The process **WILL** change in the following ways:

1. **We have clarified and differentiated the forms to suit the faculty member's specific needs. Therefore the funds' names will reflect more specific purposes:**

- **Faculty Travel Fund:** The SUU Faculty Travel Fund supports the costs of faculty travel to conferences and professional venues to make formal presentations, exhibitions, or performances, involving their research, scholarship, or creative activities.

- **Faculty Project Fund:** The SUU Faculty Project Fund provides support for a wide variety of needs associated with developing and supporting research, creative and scholarly projects. Funds may be requested for equipment (non-capital), supplies, software, research assistants, and other costs directly related to research and publication or to performance and exhibition.

2. All applications will now go to the College/School Dean's Office.

Instead of submitting your applications it to the Provost's Office, you'll now submit them to the Dean of your college/school. Please make sure your applications are complete, and have all the necessary signatures. Your college/school will set up its own process to evaluate proposals using the forms provided by the Provost's Office.

3. Decisions will be made at the College/School level.

A college/school level process will allow each college/school to more completely align with their long and short-term goals. Colleges/Schools have more information about how a project will integrate with their overall plan, and how it will affect the applicant's scholarship.

4. If you are awarded funds, you may be required to present at SUU's Campus-wide Creative Scholarship Day in March 2013.

For all of us to better share in the various professional contributions of our talented faculty, all applicants that are awarded institutional support funds may be required to present/share their findings and reflections at the SUU's Creative Scholarship Day next March.

If you have questions regarding the process, status, or completion of the forms, please contact the Dean for your college.