

# Professional Development Opportunities

Western Kentucky University



*Compiled by:*

The Faculty Center for Excellence in Teaching

1783 Chestnut Street ❖ 270-745-6508

<http://www.wku.edu/teaching/>

# Introduction

*(July, 2008 Edition)*

WKU policy supports encouraging the continuous professional growth and development of its faculty members through additional graduate study, research, membership in professional organizations, and attendance at professional meetings and workshops. In addition, its Post-Tenure Review Policy expressly aims to encourage and facilitate improvement wherever necessary and maximize opportunities for continuing professional development. Faculty are expected to provide goals for development each year. Non-tenured faculty are also evaluated yearly.

Faculty are offered many opportunities for development, including grants, travel funds, workshops and seminars on a wide range of topics pertinent to faculty activities, individual consultation on instruction, grantsmanship, and technology, cultural enhancement through campus visitors, and recognition through a Faculty Awards program. Faculty awards and grants are listed under “Other Faculty Policies” and Grants and Contracts Services of the Office of Sponsored Programs are listed under “Academic Support Services” in the online Faculty Handbook, available at <http://www.wku.edu/aa/WKUfachandbook.htm>).

This Professional Development Opportunities booklet provides a summary of opportunities for faculty development at WKU with resources for further information. Contact individual offices for more detailed information.

*Note: Resources change routinely, so please check with the source of each grant or service for the most recent information.*

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# University-Sponsored Faculty Development Support & Opportunities

## Faculty Center for Excellence in Teaching (FaCET)

1783 Chestnut Street, 5-6508 Fax: 270/745-6145

Contact: Sally Kuhlenschmidt, Director E-mail: [facet@wku.edu](mailto:facet@wku.edu)

Web: <http://www.wku.edu/teaching>

The **Faculty Center for Excellence in Teaching** offers a wide variety of resources, materials and a great facility to assist with instruction and encourage collaboration and teaching excellence. All members of the University's instructional community, from full professors to graduate teaching associates (GTAs) participate in its activities. The Center is open 8:00 am-4:30 pm and at other times for special events as pre-arranged. Services and resources include:

- **Seminars** on teaching topics (e.g., basic teaching skills, skills & techniques, philosophical approaches to teaching, etc.) including the Basic Skills for College Teaching Program (<http://www.wku.edu/teaching/bsct/index.htm>.) Our current schedule is available at <http://www.wku.edu/teaching/events.htm>.
- **Teaching Resource Faculty Grants** – to support faculty activities to develop teaching excellence, e.g., attendance at teaching conferences, purchase of materials, load reassignment. For information go to <http://www.wku.edu/teaching/trfform.htm>.
- **Publications:** newsletter, information sheets, booklets
- Books and videos **available for checkout**
- Consultations **on teaching strategies, self-evaluation, syllabi & online course construction**
- Online seminars **and web site on teaching topics**
- **teaching-issues@wku.edu**, a listserv which delivers weekly messages on teaching issues
- **digital-discourse@wku.edu**, a listserv devoted to teaching with technology

- **Equipment checkout**, e.g., digital cameras, laptops, LCD projectors, camcorder, white board, Jeopardy!<sup>TM</sup>
- **Week-long “camp” for online instructors** in the summer with Academic Technology and Distributed Learning
- **Computer lab** for faculty use: create transparencies, Powerpoint slides, buttons, booklets
- **New Faculty** reception, folders, mentor program, ABD support group
- **Facility use** for indoor and outdoor (weather-permitting) receptions, hosting new faculty, departmental retreats, etc.

To register for workshops; checkout equipment, books or videos; or arrange for facility use, call or e-mail the Center. For additional information, teaching resources and tips, access the web site. Or come by to visit and see for yourself what FaCET has to offer.

## **Office of Sponsored Programs (OSP)**

308 Potter Hall, 5-4652

Contact: Phil Myers, Director E-mail: [phillip.myers@wku.edu](mailto:phillip.myers@wku.edu)

Web: <http://www.wku.edu/Dept/Support/SponsPrg/grants/>

The **Office of Sponsored Programs** offers programs and services to encourage and assist faculty in developing competitive proposals for external funding, including:

- Regular workshops on grant writing
- Individual consultations for grants preparation
- Assistance in identifying grant sources, developing proposals and post-award services

Administration of internal grant programs through the Faculty Scholarship Council for Junior Faculty Scholarships (\$4,000), Summer Faculty Scholarships (\$6,000); and Regular Faculty Scholarships (\$2,000.) Other faculty awards are the Proposal Incentive Fund (see page 13) and the Grant Proposal Travel Development Fund for faculty traveling to discuss projects with sponsors or attending bidding conferences (p. 13).

## **Office of Applied Research and Analysis (OARA)**

Contact: Dr. John Bruni, 5-4542 Email: john.bruni@wku.edu

OARA assists faculty, staff, and students with issues related to applied research design and analysis. It provides consultation on research instrument development and research design, and provides advice on sampling requirements, cleaning and maintenance of data, analysis and interpretation, and manuscript preparation. The office offers seminars, in association with the Faculty Center for Excellence in Teaching, to help members of the university community upgrade their research skills; topics have included use of national databases for secondary analysis, structural equation modeling, SPSS programming, and the use of multiple level analysis. The office also provides opportunities for graduate and undergraduate students to become involved in applied research. While OARA's primary function is to support the research needs of the WKU community, staff will also assist with off-campus research experiences (schools, government, and business) for interested individuals.

## **University Libraries**

Cravens Graduate Center, 5-3951

Contact: Brian Coutts, Department Head Email: brian.coutts@wku.edu

Web: <http://www.wku.edu/Library/>

The University Libraries purpose is to select, acquire, organize and prepare for use all print, non-print, and electronic library resources. They also provide reference services, research instruction, orientation, and circulation control for all materials available for instruction.

Contact your library liaison to obtain training on use of library resources for any teaching or research needs at [http://www.wku.edu/Library/dlps/lia\\_dept.htm](http://www.wku.edu/Library/dlps/lia_dept.htm). Community-wide workshops are also offered, such as *Far Away Places*, and *Kentucky Live*, and the *Southern Kentucky Festival of Books*.

WKU Libraries offers services through *Helm-Cravens Library*, the main complex; two branch libraries, the *Educational Resources Center* in CEBS and the *Glasgow Campus Library*; and *Special Collections* in the Kentucky Building.

The University Libraries collection includes more than one-half million books, 100,000 volumes of periodicals, 1.2 million microforms, and

one-quarter million government documents. Each year, approximately 10,000 books are added to the collection and over 5,000 subscriptions are received. Access to the collections is provided by TOPCAT online catalog.

## **Educational Resources Center (ERC)**

366 Tate Page Hall or 5-4552

Contact: Roxanne Spencer, Assoc. Professor/ERC Coordinator

Email: [roxanne.spencer@wku.edu](mailto:roxanne.spencer@wku.edu)

Web: [http://www.wku.edu/library/dlps/erc\\_coll.htm](http://www.wku.edu/library/dlps/erc_coll.htm)

The ERC is a campus branch of University Libraries which holds approximately 57,000 circulating items; it includes current K-12 textbooks in all subject areas; a children's and young adult book collection of more than 30,000 titles; manipulatives; classroom kits; educational and leisure videos, including popular family movies; practical classroom and teacher education materials; six public-access computers; hundreds of Ellison die-cuts for bulletin boards and other displays; and a small, non-circulating reference section.

The collection is of particular interest to Education students, staff, and faculty; however, ERC resources are available to the entire WKU community. The ERC provides laminating and transparency copying services for a nominal fee and has two coin-operated photocopiers. Hours: M-Th, 7:45a-7:30p; F, 7:45a-4:30p; and Sat, 10a-2p. Seasonal schedules are in effect during interim sessions. ERC staff are happy to help members of the WKU community with their research and leisure reading needs.

## **Academic Technology (AT)**

278 Mass Media & Technology Hall, 5-4278

Contact: John Bowers, Director Email: [john.bowers@wku.edu](mailto:john.bowers@wku.edu)

Web: <http://www.wku.edu/atech/>

AT manages WKU's open labs (Student Technology Centers), provides support services for departmental labs and classroom audiovisual technology, manages the campus' course management system, *Blackboard*, and runs the Information Technology Training program. A week-long "camp" for online teachers is offered each summer.

Resources and services include:

- Training on Blackboard, our course management system, Microsoft Office and Easy Survey Package, and other software.
- TurningPoint clicker training is also available.

## Technology Assistance

**IT Help Desk:** For quick technical assistance, call the Help Desk at 745-7000 or fill out an online form at <http://www.wku.edu/infotech/index.php?page=100>. Often remote assistance is used to solve the problem. Hours of operation are M-F, 8a-10p; Sa 8a-8p and Su Noon-8p.

**Technology Training:** AT offers hundreds of training opportunities throughout the year, as well as self-service video tutorials. Find the IT training calendar and video tutorials index at <http://www.wku.edu/training>

**Software Requests:** Many titles are available through campus site licenses, volume purchase agreements, or educational discounts. Most software can be ordered online. Information is available at <http://www.wku.edu/infotech/index.php?page=SMS>.

## Technology Resource Center (TRC)

101 Tate Page Hall, 5-3754

Contact: Josh Marble, Information Technology Consultant

E-mail: [josh.marble@wku.edu](mailto:josh.marble@wku.edu)

Web: <http://www.wku.edu/infotech/TRC>

The TRC is a hands-on facility for teaching and learning about multi-media technology. Specialized equipment is available for video editing, audio production, podcasting, and media duplication, along with friendly, knowledgeable technical support staff. Its goal is to provide WKU faculty and students the resources and professional support needed to create outstanding digital multimedia projects for academic classwork.



## **Administrative Systems and Applications (ASA)**

374 Mass Media & Technology Hall, 5-6455

Contact: Gordon Johnson, Director

E-mail: [gordon.johnson@wku.edu](mailto:gordon.johnson@wku.edu)

Web: [http://www.wku.edu/infotech/index.php?page=ASA\\_HOME](http://www.wku.edu/infotech/index.php?page=ASA_HOME)

ASA provides help with and training on the administrative systems on campus, such as Banner, BSR, TopNet, Infoview.

## **Interactive Video Services (IVS)**

251 Mass Media & Technology Hall, 5-2625

Contact: Tamela Smith, Manager E-mail: [tamela.smith@wku.edu](mailto:tamela.smith@wku.edu)

Web: <http://www.wku.edu/infotech/index.php?page=254>

IVS offers training and support to faculty who are teaching in the interactive television classrooms located on WKU's main campus and the four extended campus locations. IVS can expand student education in real-time across the state, nation, and world.

## **Division of Extended Learning and Outreach (DELO)**

IED, South Campus, 2355 Nashville Road, 5-1900

Contact: Donald W. Swoboda, Dean E-mail: [don.swoboda@wku.edu](mailto:don.swoboda@wku.edu)

Web: <http://www.wku.edu/delo/>

DELO encompasses several entities which offer courses in various formats for personal and professional development, including online and traditional classroom classes, including: Continuing Education, Distributed Learning, Correspondence Study, Extended Campuses, and the Center for Training and Development. The Carroll Knicely Conference Center offers facilities for seminars, workshops, receptions, conferences, etc. The Small Business Development Center provides consultations and other services.

## **Office of Distance Learning**

104 Garrett Conference Center, 5-6008, 5-2106

Contact: Rob Wyatt, Director; Pam Wilson, Coordinator

E-mail: [reachu@wku.edu](mailto:reachu@wku.edu) Web: <http://www.wku.edu/reachu>

A Division of DELO, the Office of Distance Learning supports faculty in the creation of online semester-based courses. A university-wide committee provides advisement on issues related to online distance (distributed) learning. Services to assist faculty include:

- Development Funds to support online course development (courses must meet specific criteria)
- Online course instructional design
- Recording video clips using Tegrity
- Podcasting, vodcasting and website design
- Workshops and information sessions related to online teaching technology.

(For technical support in *Blackboard* contact AT; see above.)

## **DELO Testing Center**

107C Garrett Conference Center, 5-5122

Contact: Tabitha Spain, Testing Specialist

E-mail: [delo.testing@wku.edu](mailto:delo.testing@wku.edu)

Web: <http://www.wku.edu/testing/>

The Testing Center provides test administration services for faculty teaching online courses as well as proctoring services for students taking exams for online courses and courses taken through Independent Learning through Correspondence.

## **Office of Internationalization**

128 Grise Hall, 5-5334

Contact: Cornell Menking, Chief International Officer

E-mail: [internationalization@wku.edu](mailto:internationalization@wku.edu)

Web: <http://www.wku.edu/oi/index.htm>

The Office of Internationalization reflects the university's commitment to internationalization as a top priority and provides leadership in developing international programs and collaboration. The Office reports to the Provost and houses the ISSS and Study Abroad offices (see page 8.)

## **Study Abroad and Global Learning**

128 Grise Hall, 5-5334

Contact: Reed Vesey, Director E-mail: [study.abroad@wku.edu](mailto:study.abroad@wku.edu)

Web: <http://www.wku.edu/studyabroad/index.html>

This office sponsors and supports a rich array of opportunities for students to travel and study across the globe, and for faculty to become engaged in meaningful international research and service. Study abroad opportunities include faculty-led, consortium programs (KIIS, CCSA, and CCIS), exchange partners, and affiliated programs. Each year the office sponsors workshops to help faculty get involved with these programs.

## **International Student and Scholar Services (ISSS)**

International Center, 5-4857

Contact: Beth Murphy, Interim Administrator

E-mail: [iss@wku.edu](mailto:iss@wku.edu)

Web: <http://www.wku.edu/oi/iss.htm>

This office provides support to all international students who attend WKU and to visiting scholars and faculty. It offers orientations and events to help integrate international students and faculty into campus life and does I-9 employment verification forms for campus personnel. They also offer opportunities for faculty to teach overseas. See <http://www.wku.edu/studyabroad/facstaff/handbook/> for a Handbook.

## **Academic Advising and Retention Center (AARC)**

A330 Downing University Center Annex, 5-5065

Contact: Ellen Bonaguro, Director Email: [academic.advising@wku.edu](mailto:academic.advising@wku.edu)

Web: <http://www.wku.edu/advising/>

Hours: M-F 8a-4:30p for AARC; M-Th 8a-9p, F 8a-4p, Su 4-9p for TLC

AARC provides a wide range of academic services to students, including academic advising, student success initiatives, and training on advising for faculty and staff. Services also include The Learning Center (TLC), which offers free individual training in over 100 subjects and a computer lab for academic work, and Best Expectations Program for students who need academic support. For descriptions of faculty training opportunities,

including the Campus Advising Network and Master Advisor Certificate, see <http://www.wku.edu/advising/index.php?page=training-opportunities>.

## **University Experience (UE)**

229 Cherry Hall, 5-7007

Contact: Sharon Buzzard, Director    E-mail: [sharon.buzzard@wku.edu](mailto:sharon.buzzard@wku.edu)  
Web: <http://www.wku.edu/universityexperience/>

The University Experience freshmen seminar (UC 175) provides intensive guidance to incoming students to help them make a successful transition to college; some sections are major-specific. Additional UC classes provide opportunities for students to develop leadership skills and become engaged in the campus and community, through civic engagement, and peer mentoring. First-time instructors of the program must have an earned Master Degree and complete a training series. The department provides on-going professional development opportunities for all faculty.

## **Office of Equal Opportunity/504/ADA Compliance**

G33 Wetherby Administration Building, 5-5121

Contact: Huda Melky, Director    Email: [huda.melky@wku.edu](mailto:huda.melky@wku.edu)  
Web: <http://www.wku.edu/Dept/Support/Legal/EOO/>

This office promotes the core values of diversity, equity, accessibility, compliance with the law and tolerance on campus. WKU is dedicated to establishing a work environment free from all forms of discrimination. This office offers training on diversity, sexual harassment, technology accessibility requirements, and, for managers, Equal Opportunity Employment (EEO)/Affirmative Action (AA).

## **Student Disability Services**

A200 Downing University Center, 5-5004

Contact: Matt Davis, Coordinator    Email: [matt.davis@wku.edu](mailto:matt.davis@wku.edu)  
Web: <http://www.wku.edu/coursecatalog/index.php?subcategoryid=96>

Student Disability Services provides a wealth of information relating to legal and social issues regarding instruction and testing for students with documented disabilities. Both consultative and technical assistance services

are provided. Faculty and staff have many resources available including an ADA Guidebook for faculty and staff, an Access and Opportunities Guidebook for Students, prospective students information, ADA statements for syllabi inserts, and a campus accessibility map.

## Other Resources

### **Basic Skills for College Teaching Program (BSCT)**

Faculty Center for Excellence in Teaching, 5-6508

Contact: Sally Kuhlenschmidt, Director

Web: <http://www.wku.edu/teaching/bsct/>

Curricula consists of three online modules (Organizing for Teaching, Activities for Learning, Assessment for Learning; module on legal issues is optional) plus three other BSCT-qualified FaCET activities. Upon completion, the instructor receives a certificate to document their special training.

### **Women's Studies**

Women's Center, 1532 State Street, 5-6477

Contact: Mary Ellen Miller, Interim Director

<http://www.wku.edu/womensstudies/>

In addition to a lively guest speakers series, a *Gen-d-erations* colloquia series is held twice a semester for faculty to share their work-in-progress in an informal setting, with other faculty, staff, and students, over lunch. The department has an extensive books and videos lending library. Contact the department to be added to the Women's Studies listserv.

### **English as a Second Language International (ESLI)**

30 Cherry Hall, 5-7066, 8871

Contact: Gary Gunderson, Director

Web: <http://www.esli-intl.com/>

ESLI is an academic program for international students seeking admission to WKU. English instruction includes reading, writing, listening & speaking, grammar, and a skills class. There are five hours of class each day, M-F. A scholarship program is available.

## **Communication Disorders Clinic**

Clinical Education Complex, 14th and Adams Street

Contact: Mary Lloyd Moore, 5-2183

Web: [http://www.wku.edu/chhs/cms/index.php/centers\\_institutes/cec/clc](http://www.wku.edu/chhs/cms/index.php/centers_institutes/cec/clc)

The Communication Disorders program offers a speech therapy clinic which is available to work with faculty who have speech problems. Contact the clinic for more information.

# **Faculty Development Grants with Brief Descriptions**

## **Academic Affairs Grants**

The Academic Affairs Office sponsors a variety of grant programs to support and encourage faculty in professional and curricular development and civic engagement. Contact Dennis George (5-8723) for more information about appropriate funding sources. For more information, contact the various listed offices. Additional grants are available through departments.

## **Faculty Scholarship Awards**

This internal funding is available to tenure-track or tenured faculty to support research and creative activities. These funds are not for professional development or teaching activities, rather they are to provide funding to begin or continue a new research project or creative endeavor. Scholarships are awarded by the *Faculty Scholarship Council* (<http://www.wku.edu/Dept/Support/SponsPrg/grants/membfsc.htm>). Apply monthly during the academic year (<http://www.wku.edu/Dept/Support/SponsPrg/grants/internal/deadline.htm>), dependent upon available funds.

**New Faculty Scholarship Awards** (<http://www.wku.edu/Dept/Support/SponsPrg/grants/internal/junior.htm>) provide up to \$4,000 in operating costs (for budget items such as travel, student employment, material & supplies purchases, etc.) Faculty members within their first three years of appointment to a WKU tenure-track or tenured position are eligible to apply for this award. Faculty members may only hold one 'New' award during their employment at WKU.

**Regular Faculty Scholarship Awards** (<http://www.wku.edu/Dept/Support/SponsPrg/grants/internal/regular.htm>) provide up to \$2,000 in operating costs (for budget items such as travel, student employment, material & supplies purchases, etc.). All WKU tenure-track or tenured faculty members are eligible to apply for this award.

**Summer Faculty Scholarship Awards** (<http://www.wku.edu/Dept/Support/SponsPrg/grants/internal/summer.htm>) provide up to \$6,000 in operating costs, salary or a combination (salary is capped at \$5,000). All WKU tenure-track and tenured faculty members are eligible to apply. Summer applications are due to department heads in September of the previous year.

Full eligibility and grant writing information for the competitions outlined above can be found at: <http://www.wku.edu/Dept/Support/SponsPrg/grants/internal.htm>.

## **Provost's Initiatives for Excellence (PIE)**

Provost's Initiatives for Excellence funding is available for selected activities that support student engagement and student success, the QEP, and institutional priorities and initiatives. Priority is given to projects that impact the University in the areas of retention, advising, student success strategies and programs, increasing student graduation rates, student engagement - including civic and community engagement - helping transfer students succeed, improving teacher quality, enhancing diversity, assessment, and teaching and learning innovations and improvements.

Of particular importance are initiatives that support implementation of WKU's Quality Enhancement Plan (QEP) (e.g. "Engaging Students for Success in a Global Society"); Leadership Development; Service Learning and Cultural Enhancement. Funds are not meant to support individual faculty professional development for which college funds are available.

Proposals are considered monthly. All proposals must be submitted electronically and have both department head and college dean review and comments. A brief report is expected within thirty days of completion which details the use of awarded funds and the outcomes/added value. See <http://www.wku.edu/Dept/Support/AcadAffairs/PIE/PIE.htm> for submission steps and guidelines.

## **Proposal Incentive Fund (PIF)**

To encourage external funding at WKU the Office of the Provost and Office of Sponsored Programs (OSP) have created this fund to support research and creative activity projects of faculty and staff members, and students, that result in a proposal to an external funding agency. With the goal to enlarge WKU's infrastructure for research and creative activities, funds may be requested for a variety of purposes to improve external funding opportunities. A direct connection should be shown, in terms of outcomes, between WKU's strategic plan, the proposed project and future attempts to apply to external sponsors for support. The application guidelines and forms may be downloaded at <http://www.wku.edu/Dept/Support/SponsPrg/grants/internal/PIFapp.pdf>.

## **Proposal Development Travel Fund**

In an effort to encourage external funding at Western Kentucky University, the Office of Sponsored Programs (OSP) has made available a limited amount of funding to support travel by WKU faculty members writing proposals to fund research, training or service projects. Download an application form at [http://ored.wku.edu/Sponsored\\_Programs/Internal\\_funding\\_programs/\\_documents/travel.pdf](http://ored.wku.edu/Sponsored_Programs/Internal_funding_programs/_documents/travel.pdf). For more information, contact the Office of Sponsored Programs at (270) 745-4652.

## **Faculty Development Funds**

Through the College Faculty Development Committees, WKU makes limited monetary assistance available to full-time faculty. Guidelines and application forms are available upon request in the College Deans' offices.

## **Teaching Resource Faculty Grants**

The Faculty Center for Excellence in Teaching has a fund to support faculty who wish to develop a particular instructional skill (such as active learning) or area of pedagogical knowledge (such as motivating students). The awards are made to faculty to support activities such as attendance at conferences, purchase of materials, or load reassignment. See <http://www.wku.edu/teaching/trfform.htm>.

## **Web Course Development Funds**

On a selective basis, funds to support the development and revision of web-delivered courses are available from the Office for Distributed

Learning. Support for online training development, CD duplication, and multimedia projects is also available. For more information contact Robert Wyatt, Director, at 5-6008, or Pam Wilson, Coordinator, at 5-2106, or visit the web site at <http://www.wku.edu/reachu/All/html/dev.php>.

## **Support for Faculty Educational Expenses & Travel**

### **Waiver of Tuition in the Kentucky Public Postsecondary Educational System**

<http://www.wku.edu/Dept/Support/HR/benefits.html>

All full-time employees are eligible to have tuition and mandatory fees, (excluding course, student teaching and other similar fees) remitted for up to six (6) hours per semester or winter/summer term at WKU or any other Kentucky postsecondary educational institution. Currently active part-time employees are eligible to have tuition and mandatory fees remitted for up to three (3) credit hours per semester for up to a total of nine (9) credit hours per calendar year. Part-time faculty must have been employed for one (1) full semester in order to be eligible for the benefits. Interested persons should contact WKU Human Resources for the most current information, or visit <http://www.wku.edu/Dept/Support/HR/AAAweb/Tuition%20Waiver.htm>.

### **Discounts for Continuing Education Classes**

<http://www.wku.edu/Dept/Support/AcadAffairs/ContinuingEd/feeinfo.htm>

WKU faculty receive ten percent discount on the cost of selected classes offered by the department of continuing education.

### **Workload Assignments to Support Faculty Development**

Special faculty assignments for the improvement of instruction or professional advancement through research and service activities may be approved on a limited basis. See Faculty Handbook (<http://www.wku.edu/Dept/Support/AcadAffairs/handbook/handbook.pdf>)\_ under “Faculty Load Responsibilities” (p. 11).

# Faculty Awards & Leaves of Absence/Sabbaticals

Contact: Academic Affairs Office, 5-2297

Web: <http://www.wku.edu/Dept/Support/AcadAffairs/handbook.html>

## Faculty Awards and Recognition

Web: <http://www.wku.edu/Dept/Support/AcadAffairs/FacultyAwards/facultyawards.html>

The University annually recognizes outstanding faculty achievement in the areas of teaching, research/creativity, public service, and student advisement from each of the colleges. From these, University winners are selected and receive an engraved silver bowl and cash stipend.

The Distinguished University Professorship Program recognizes faculty members who have served the University with distinction and have compiled an outstanding record of achievement in teaching, research, and service. Faculty members may be nominated or may apply. Selection carries a total annual award package of \$5,000 for each year of the five (5) year term.

## Sabbatical Leaves

University policy provides for the granting of sabbatical leaves for the purpose of professional improvement of the faculty. Such leaves are not automatic with tenure or the accumulation of years of service and are regulated by budgetary, legal and other considerations. Normally, sabbatical leaves are granted for either one full semester at full pay or two semesters at one-half pay. Summer sabbaticals may be granted only with special approval in exceptional cases. To be eligible, a faculty member must have the rank of assistant professor or above, have tenure, and have completed six continuous full academic years of service at the University. See the Faculty Handbook for current policies. The handbook is available in Academic Affairs, your department head's office or online at <http://www.wku.edu/Dept/Support/AcadAffairs/handbook/default.html>.

## **Leaves of Absence**

Leaves of absence (typically for no more than one year) may be awarded for special assignment, professional improvement programs, additional study, or for personal reasons. Special consideration is given to applications from persons desiring leaves to pursue advanced degrees.

# **Hints from Faculty on Applying for University Grants**

"As successful grant writing is becoming more important to the university, so it is increasingly becoming an expectation for a faculty member's promotion, tenure, and continued career development. I recommend that early career faculty attend the workshops offered by the Sponsored Programs, become familiar with in-house resources, and talk to experienced senior faculty in their discipline. It is important to get into the flow of grant writing as soon as possible. Another important dimension of grant work is that it creates new engagement opportunities for our students and often moves them toward making their first professional research presentations."

—Ken Kuehn, Distinguished Professor, Geology

"... the best advice for getting funds is to apply for them, which it turns out is the best advice for getting money from any source."

—Ken Balak, Biology

"Writing a successful grant application takes time, teamwork, and persistence. To begin, make sure that you fully understand the guidelines and have talked to the program officer to confirm that your idea falls under what the program is funding. Start preparing and writing as early as possible and have as many people as possible review your application before submission. If you are not funded the first time, incorporate any reviewers' comments into a revised application and try again. Your chance of being funded increases with subsequent submissions. The WKU Office of Sponsored Programs can help with all of these steps, so don't hesitate to contact us."

—Dr. Renae Speck, Office of Sponsored Programs

“Be as brief as possible at every point in the application, and submit as early as possible.”

— Cassandra Pinnick, Philosophy/Religion

“Fill out the form completely and correctly. File ahead of time. Find ways to cut costs. Don’t expect the max \$ possible, but ask for the max \$. The process is no big deal, just **follow the directions.**”

—Kay Terry, Teacher Education

“. . . those applying [should] follow the guidelines to the letter. This includes attaching to the application copies of EVERYTHING that documents the various expenses — list of officers (if applicable), pages in a program which list the paper to be presented, hotel quotes for room charges, a copy of the airline ticket —everything which can be used to document and verify anticipated expenses.”

—Jim Heldman, English

“Closely follow the instruction sheet explicitly. Remember, awards are typically based on the applicant’s ability to follow directions.”

—Linda Johnson, Finance & CIS

“Make your role as a participant as clear as possible and, if relevant, give an explanation of how you were selected to participate (jury, respected scholar in field, etc.).”

—Michael Kallstrom, Music

“My advice is...1) Be utterly relevant. That is, if applying for the research award, don’t submit teaching or service materials in support (unless clearly related to research); likewise, for the teaching and the service awards. 2) Make your file as lean and clear as possible. Committee members have a difficult time going through mountains of material. The better organized your file is, and the easier to read, the more it will impress the committee. 3) Include all relevant materials. On the other hand, don’t puff or pad. 4) If you aren’t successful the first time, try to find out why your application was unsuccessful and try again.”

—Michael Seidler, Philosophy/Religion

“. . . applicants [should] take care to fill out the forms completely, provide documentation that they are giving papers at national or international conferences, and be sure that their department heads/deans clearly support their efforts. The committee takes the paperwork, including the endorsement sections, seriously. If you can show that a regional conference includes national or international participants, for example, by providing copies of conference program pages, funding may also be granted...If it takes me 2 hours filling out forms to get back \$250 for travel, it is time well spent.”

—Judith Hoover, Communications

“My impression is that the scope of a meeting to be attended is of great importance; national or international meetings are encouraged.”

—Jeff Jack, Biology

“. . . answer all the questions in the spaces provided. I remember that one of the things that bothered the committee members the most was when an applicant would say in a space, “see page two,” or “refer to the above.” The members don’t want to do either; they want the candidate to answer in the spaces provided. If a continuation is necessary, simply say “continued on page\_\_\_.” It is important, too, to avoid erudite academic jargon because committee members come from all disciplines on campus... Use good, plain, ordinary English that everybody can understand...I go through several drafts of my mission statement [when I apply for a grant]. I write the first draft on computer, make a copy of it, and edit the hard copy over the next several days. Then I make a copy of the edited copy, put it in my briefcase, and forget about it for a week. Then I go back to it, and I am always amazed at the perspective a week’s time gives me. Then I make what I hope is the final copy.”

—Carlton Jackson, History

# Helpful Websites

WKU Vision, Mission, and Purpose — <http://www.wku.edu/about.html>

Challenging the Spirit: WKUs Strategic Plan — <http://www.wku.edu/Dept/Support/AcadAffairs/Planning/strategicplan06-08.htm>

Academic Program Review — <http://www.wku.edu/aa/plan/programreview.htm>

Calendar of Events — <http://www.wku.edu/Info/Events/>

Faculty Information and Resources — <http://www.wku.edu/aa/Faculty/faculty.html>

Faculty Handbook — <http://www.wku.edu/aa/WKUfachandbook.htm>

Part-Time Faculty Guide — <http://www.wku.edu/Dept/Support/AcadAffairs/pthandbook/>

Office of Sponsored Programs — <http://www.wku.edu/Dept/Support/SponsPrg/grants/>

Travel Forms — <http://www.wku.edu/Dept/Support/FinAdmin/Travel.htm>

Faculty Awards and Recognition — <http://www.wku.edu/aa/FacultyAwards/facultyawards.html>

The Western Scholar Magazine — <http://www.wku.edu/Dept/Support/AcadAffairs/Magazine/>

# Where Do I Find?

## Teaching Related

	Academic Technology	Faculty Center for Excellence in Teaching	Educational Resources Center	Technology Resource Center	Office of Sponsored Programs	University Libraries
<b>Ideas for teaching strategies</b>		X				
<b>Syllabi construction help</b>		X				
<b>Help for GTA's</b>		X				
<b>Video recall equipment to record your class and for evaluation tool</b>		X				
<b>Consultations and resources on good teaching practices &amp; teaching style</b>		X				

## Technology Related

<b>Instruction on how to teach online</b>	X	X				
<b>Webpage assistance</b>	X	X		X		
<b>Audiovisual and computer equipment to borrow</b>	X	X	X			
<b>Help with presentation software</b>	X	X				
<b>Workshops on how to use technology in research</b>						X

# Where Do I Find?

## Technology Related (cont.)

	Academic Technology	FAcET	Technology Resources Center	Office of Sponsored Programs	Faculty Research Grants	Jr Faculty Research Grants	Summer Research Fellowship
E-mail help			X				
Button-maker and booklet binding		X					
Creating an online survey	X						
Access to a computer	X	X					

## General

Money for travel essential to project		X		X	X	X	X
Money for books, software etc. not available thru Dept or Library sources		X			X	X	X
Help in writing a grant proposal				X			
Graphic design creation & assistance	X						
Clerical help for project					X	X	X
Mentor/mentee program		X					

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