

Columbia College Chicago
Support for Professional Development of Part-Time Faculty

In accordance with its contract with P-Fac, Columbia College has set aside funds designated to support professional development of the part-time faculty. The Office of the Provost, in cooperation with the P-Fac leadership, invites applications from part-time faculty members for grants to support their creative and scholarly endeavors as well as participation in the professional life of their disciplines. Awards are not intended to support curricular or pedagogical transformation primarily, although the outcomes of the faculty members' efforts are likely to enhance the quality of student learning.

Grants support the following types of expenses:

- Travel (at most economical rates) for research or presentation at a conference
- Essential research materials (books, journals, digital resources, lab supplies, software) not available through campus sources
- Essential supplies and materials for artistic work (visual and performing arts)
- Performance costs (fees for professional actors or musicians; instruments; staging; space rental)
- Publication costs (typing, editing, graphics, transcriptions; indexing; illustrations, reproduction fees)

Grants do not support:

- Faculty salaries, stipends, or honorariums
- Routine living expenses during period of work or research
- Travel or living expenses for any family members or companions
- Any personal items not essential to the specific scholarly or creative endeavor

Size of awards: Grants will fund requests in any amount up to 1,000 dollars.

Terms and conditions:

- To be eligible, a part-time faculty member must be in good standing with P-fac.
- Applications will be reviewed and awards made throughout the year provided funds have not been exhausted. The fiscal year begins on September 1.
- All grants will be distributed as taxable income.
- Grantees must provide a succinct follow-up report to P-fac and the Office of the Provost documenting work accomplished with grant support.
- When appropriate, the grantee will mention Columbia's support on publications, exhibits, etc.

Application procedure:

Applicants must submit a letter providing a brief, but cogent, description of the creative or scholarly project for which they are seeking funds to the Office of the Provost and the P-Fac Office. The application should explain what the applicant wishes to accomplish, emphasizing how the project will enhance creativity, scholarship, and/or professional development. The specific amount sought and expenses to be covered must be included in the application letter as well as information about funds to be received from other sources. Applicants should include a current c.v. and any supporting documents (e.g., conference brochure) that will clarify the request.

Applications will be reviewed by a panel comprised by Associate Provost Louise Love, a member of the P-fac steering committee and an at large member of the part-time faculty.

Applications may be submitted via e-mail (llove@colum.edu; pfac@colum.edu) or in hard copy. They will be reviewed on a rolling basis throughout the year. Please allow at least a month for a decision.

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P-fac is pleased to announce that the Provost's office will be awarding faculty development grants to part-time faculty. Money has been available in the past through the Provost's office and through department chairs, but it was not widely known and largely at the discretion of the grantors. The new program will solicit grants in any amount up to one thousand dollars to meet the expenses—the costs materials and services related to projects and the costs of travel to conferences—of creative or scholarly projects. Pfac asked for faculty development at the negotiating table over a year ago and the President of Pfac sent a memo to the negotiating team and directly to the Provost outlining a grant program which looks more like the CTE program being offered to full time faculty. However, progress is being made.

Interested part-time faculty should send “ a letter providing a brief, but cogent, description of the creative or scholarly project for which they are seeking funds to the Office of the Provost and the P-Fac Office. The application should explain what the applicant wishes to accomplish, emphasizing how the project will enhance creativity, scholarship, and/or professional development. The specific amount sought and expenses to be covered must be included in the application letter as well as information about funds to be received from other sources. Applicants should include a current c.v. and any supporting documents (e.g., conference brochure) that will clarify the request.”

These applications will be reviewed by a three-member panel consisting of a member of the Pfac steering committee (who will recuse themselves from the awards during that granting period), another at large member, and the associate Provost Louise Love who worked on the putting the project in place. There is no deadline, projects will be reviewed as they come in. Send them to llove@colum.edu or pfac@colum.edu or submit them to the associate provost or to Pfac in hard copy. More information is available on the Pfac website.

