



### **Faculty Award Instructions**

- 1) The leaders and faculty in the Cross-Departmental Centers and concentrations as well as the departmental concentrations and emphases often create new scholarship, research and academic and community projects as well as curriculum reformulations. These initiatives may benefit from a faculty member assuming responsibility for a project in a given year.
- 2) The project is typically initiated by the Center or Concentration Director. Faculty may as well make proposals to the directors.
- 3) The award is a thirty hour commitment over an academic year.
- 4) This award is a mechanism to get the project accomplished and to contribute to scholarship and education at William James College.
- 5) Faculty involvement is voluntary and is a work overload above their contracted duties.
- 6) The award is for a one year appointment. Re-appointments can be considered.
- 7) The award must be tied to an assignment of a specific task and must have measurable outcomes. A brief report must be submitted by June 15<sup>th</sup> each year for each project to the VPAA.
- 8) After consultation and approval from the director, a faculty member signs the Faculty Award application and obtains the signature of the director and of their department chair. The application is then submitted to the VPAA.
- 9) Directors are asked to indicate the priority of each application to meet the goals of the center, concentration or emphasis.
- 10) The department chairs and the VPAA meet to review all the applications and to make decisions on the granting of the faculty awards.
- 11) Please note that in any given year, there may be more applications than positions.