

PURPOSE: TO PROVIDE FACULTY EMPLOYEES WITH INFORMATION REGARDING DEVELOPMENT RESOURCES.

A. FACULTY INCENTIVES

L.E.A.P Grant - L.E.A.P. Program (Leadership in Education for Advanced Professionalism Program)

1. Program Goals

- a. Brenau University recognizes the benefits of providing opportunities for continued academic growth and development for all faculty throughout their careers. One method of achieving this growth is through the Leadership in Education for Advanced Professionalism (LEAP) Program.
- b. Specifically, LEAP has been developed in order to:
 - i. provide support for a variety of academic, scholarly, or professional development activities designed to strengthen academic and professional areas of expertise of selected faculty;
 - ii. reward selected faculty for their dedication and service to Brenau, as well as academic achievement;
 - iii. assist selected faculty in achieving the recognition earned by virtue of previous and current professional accomplishments;
 - iv. further support and enlarge the general faculty development program of Brenau University.

2. Program Guidelines

To accomplish the goals of the LEAP Program, the following guidelines will be followed:

- a. Annual Selection: Brenau University will annually select and designate one or more members of the Brenau Faculty as LEAP Professors if applications are submitted by eligible faculty.
- b. Term: the LEAP Professorship is for a term of one academic year, but once selected the faculty member may apply for renewal for up to three successive years. If a faculty member applies for renewal, she or he will apply through normal channels and will include the most recently completed Interim or Final Report. (See 2, d Evaluation Process.)
- c. Selection Process:
 - i. The LEAP grant applicants shall be recommended by the Faculty Development Committee to the Provost & VPAA.
 - ii. Faculty who desire to be nominated by their respective departments must complete the application form and submit it to their Department Chair prior to January 15th of the application year. After the departmental selection, the individual departmental nominations shall be submitted to the Faculty Development Committee by the respective Dean prior to February 1st. The Faculty Development Committee shall interview each applicant but shall make its nomination in closed session. The confidentiality of the proceedings shall be respected.

- iii. The Provost & VPAA will request that the Faculty Development Committee submit a recommendation no later than March 1st. In the event a professorship is eligible for renewal, the Committee shall determine the faculty member's interest in continuing in the position, evaluate the program progress to date, and decide whether to recommend a continuation of the appointment or open the position for new nominations. In either event, the Committee shall be responsible for implementing this process and notifying the Provost & VPAA who will submit all materials and recommendations to the President for final approval and appointment. LEAP Awards should be announced by April 15 proceeding the year of the project.
- iv. In order to apply for the LEAP Award, faculty members must: (a) have been employed in a full-time position at Brenau University for at least five years; (b) occupy the rank of Assistant Professor or higher; (c) be nominated by the Dean and Department Chair; (d) submit an application; (e) propose an academic or scholarly project or activity that does not relate to the completion of a terminal degree.
- v. The following criteria shall be used by all deliberative bodies, groups or individuals in making these nominations and selections:

All eligibility requirements have been satisfied.

The purposes of the grant shall be designed to result in one or more of the following activities:

- renewing professional or intellectual competency in the administrative or academic area of responsibility;
- developing new instructional material, techniques or curricular projects;
- engaging in scholarly research or other academically creative or productive projects;
- engaging in professional, service-related projects that would result in benefit to Brenau;
- developing and implementing a faculty enrichment plan designed to enhance professional growth.

The proposal(s) selected shall be judged as those that best combine the aspects of professional growth and positive institutional impact.

d. Evaluation Process:

i. Interim Report

By January 15, the recipient shall file an interim progress report with the Provost & VPAA. The report will contain the name and professional data of the faculty member, the year covered by the report, the goals of the LEAP project, an assessment of the activities and results to date, description of any work products developed and a statement of a personal and institutional benefit.

ii. Final Report

By April 15, a conference will be scheduled with the Provost & VPAA. At that time, a final report will be submitted. It will contain the same elements, in expanded form, as the Interim Report. The final draft of this report will be submitted by May 15th. This report will also be shared with the Faculty Development Committee.

iii. Continued Progress

As appropriate, either the Dean of the University or the Committee may request a review of the LEAP Project at any time. Should it be deemed necessary by the Committee, a LEAP Professorship may be terminated for cause as specified in the Guidelines of Brenau as grounds for termination.

e. Recognition:

The LEAP Professorship shall receive appropriate recognition by the institution in such ways and at such times and places as may be deemed appropriate by the administration. Faculty receiving LEAP awards will share the outcomes of their experience in an appropriate forum with other faculty.

3. Financial Support

- a. Stipend: the LEAP Program Professorship will carry an annual stipend of no more than \$2500, and may vary according to the applicant's proposed project.
- b. Travel Expenses: the LEAP Program Professorship may include a travel stipend as part of the award.
- c. Funds Distribution: funds will be distributed as needed for the completion of the project, with approval by the Provost & VPAA.
- d. Financial Report: The LEAP Program professor will submit an annual financial report to the Provost & VPAA by April 15 describing how the funds were expended and noting if and how the remaining funds are to be disbursed by June 15.

**BRENAU UNIVERSITY
FACULTY DEVELOPMENT RESOURCES**

RESOURCE	USE	APPLY TO:
1. School and Department Budgets	Professional Development Workshops, Conferences and Travel	Department Chair, with approval of Dean
2. Provost & VPAA Office Academic Travel	Supplement to departmental budgets for faculty presenting at conferences and joint collaborations with students at state or National Conferences.	Provost & VPAA with recommendation from Department Chair and Dean
3. L.E.A.P. Awards (Leadership in Education for Advanced Professional)	Continued Academic Growth and Development throughout career	Refer to Guideline, 4-06 A
4. Academic/Sabbatical Leave	Additional Graduate Study; Scholarly Research or Artistic Development leading to advancement in one's discipline; Artistic Production; Scholarly Publication	Refer to Guideline 3-03
5. University Faculty Development Funds	Supports faculty proposals for a new program development, collaborative, projects on the improvement of teaching or other creative projects for the advancement of the University and enrollment growth.	Refer to Outline for Faculty Proposals on following page
6. External Funding	Program Improvement; Equipment; Partnerships; Special Training or Collaboration in Online Educational and Instructional Technology	with approval of Dean, consult with Provost & VPAA and VPIA to research funding options

Office of the Provost & VPAA

OUTLINE FOR FACULTY PROPOSALS

All faculty are invited to submit proposals to assist the University in developing new academic programs at both the undergraduate and graduate levels. Collaborative projects which involve more than one academic department MAY receive priority consideration. Following are guidelines for preparing proposals:

- Application of technology as an integral part of the teaching/learning experience, including classroom and online uses.
- Creative scheduling to include class meetings, independent student work, on-line communications with faculty and teaching two or more sections of a course blending classroom and online instruction.
- New teaching methods using interactive learning, student (peer) teachers, invited speakers from other institutions, service organizations, businesses or the Brenau community.
- Developing educational partnerships with other colleges and universities, or businesses.
- Programs and strategies to further expand emphasis on international studies and cross-cultural awareness in the curriculum.
- Recommendations of resources and training that will be needed to help your group inaugurate your proposal.
- Faculty development programs for the Center for Teaching Excellence

Please follow the Gateway Criteria (on page 76) in conceptualizing your project. Other specific information needed in the proposal includes:

1. Name and purpose of program
2. Student population for which the program is being developed
3. Facilities and materials required
4. Personnel (including support from administrative offices in developing project)
5. For new programs, evidence of student interest and proposed marketing strategies
6. Estimate of costs and timetable

For program deletions, see separate "Academic Program Review Guide" in your academic department or the Office of the Provost & Vice President for Academic Affairs.

PROGRAM RECOMMENDATION AND APPROVAL

TITLE: _____

DATE PREPARED: _____

PROGRAM SPONSOR:

_____ Department

_____ Principle Contact

RATIONALE (How does program support institutional mission?):

PRIMARY TARGET POPULATION (Marketing data to support need of program):

LOCATION AND/OR DELIVERY MODE (Explain: online, hybrid, etc.)

PROJECTED COSTS (New funds and/or reallocation of existing funds?):

TIME FRAME FOR PROJECTED ENROLLMENT: _____

TOTAL NUMBER OF COURSES AND CREDIT HOURS: _____

LEAD FACULTY MEMBER: _____

NEW MATERIALS AND/OR EQUIPMENT REQUIRED? (Explain):

ADDITIONAL OR SPECIAL ACCREDITATION REQUIRED? (Explain):

SPECIAL REMARKS:

Authorization to proceed with planning and approval process:

_____ Department Chair

_____ Dean

_____ Provost & Vice President for Academic Affairs

_____ Executive Vice President and CFO

The Gateway Criteria:

1. Does it fit our mission?
2. Is it educationally sound?

Even if a proposal satisfies both “Gateway Criteria”, it must meet at least one of the following four “Essential Criteria”:

1. Does it contribute to Brenau’s position and reputation as a University?
2. Does it acknowledge the primacy of the student in the University community?
3. Does it enhance collaboration and cooperation within a diverse and inclusive community?
4. Does it have positive impact on the long-term health of the institution both educationally and financially?

The remaining four criteria may apply in making final decisions of allocations and reallocation of resources among competing proposals:

1. What is the breadth of impact to the overall University community?
2. Is it attainable within a reasonable time frame?
3. Does it weigh the relative value of investment in human resource vs. investment in capital resources?
4. Does it enhance Brenau’s role as a positive force in the external community?

These criteria will be used as a means to evaluate proposals which will be submitted to the Provost & VPAA with approval of your Department Chair(s) and Dean(s). Proposals are not expected to meet all of the above criteria, but must meet the first two and should address most of the questions in the second and third group.

B. CURRICULAR APPROVAL PROCESS

Faculty members are encouraged to discuss new ideas and make suggestions for curricular revision to their Dean and Department Chair. The overall curriculum revision process is as follows:

1. Department level and school discussion.
2. In consultation with the Provost & VPAA, the School Dean or Department Chair will take the proposal to the Academic Affairs Committee or Graduate Council
3. Upon approval by the Academic Affairs Committee or Graduate Council and the Provost & VPAA, the proposal is recommended to faculty.
4. Upon faculty approval, the proposal is sent to the Executive Committee of the President’s Cabinet for final approval. The President may seek approval of the Board of Trustees in cases of major program changes or additions.

C. BRENAU UNIVERSITY STUDY ABROAD PROGRAM

To avoid duplication of programs and sites, consult with the International Students & Global Studies Office to learn of other offerings currently available to students.

Approval Procedure for Academic Credit

1. Develop a curriculum plan adhering to the following criteria: All programs offering Brenau academic credit must be approved by the Academic Affairs Committee (undergraduate credits) or the Graduate Council (graduate credits) and the Provost & VPAA before credit will be granted. The plan should include information on location, faculty, program length including pre-departure preparation and follow-up assignments, course titles with proposed contact and credit hours and a complete syllabus for each course offered. Proposals should be submitted before the end of the preceding fall semester for summer programs, and six months prior to departure for programs scheduled for the fall or spring semester. If courses in the program are already in the Brenau University Catalog, they must be reviewed and approved in the format proposed for a study abroad program.
2. Programs offered in conjunction with other universities/providers must also be approved before transient credit will be granted to participating Brenau students. Current guidelines for approval of transient credit are available in the Registrar's Office.
3. Program approval is required before advertising the program to students.

Tuition Agreements: If this is a Brenau sponsored program, consult with the International Students & Global Studies Office regarding program costs and tuition rates. All tuition information for each program must be approved by the Business Office before information is released to students.

Travel Arrangements and Budget

1. Develop a program budget to include:
 - Faculty stipends (minimum of eight students required for full stipend).
 - Round-trip and on-site travel expenses.
 - Insurance, if included in program costs: travel and on-site, accident and health.
 - Lodging: number of nights included in the package price; type of accommodations.
 - Meals: number and costs included in program registration; meals which are the responsibility of the individual student and estimated cost.
 - Excursions on site: additional trips included in the package cost; optional excursions available and cost. Limits for individual travel.
2. Establish deadlines and expectations.
 - a. Minimum number of students required to make the program viable.
 - b. Deposit deadline and refund policy.
 - c. Notification required for cancellation due to insufficient enrollment.
 - d. Institutional standards for conduct, class attendance, and consequences for violations.
 - e. Plan for health emergencies and notification for any required medications.
 - f. Pre-departure orientation to include preparing the students for their course and disseminating any necessary information about the specific location and culture.

As you begin planning or at any time during this process, please call upon the International Student & Global Studies Office for assistance. Resources are available on travel vendors, insurance providers, procuring travel documents, currency exchange information, custom and culture overviews or other areas in which you need additional help. At the conclusion of this process, the International Student & Global Studies Office will assist you in promoting your program and generating student interest.

Offices of the Provost & Vice President for Academic Affairs and International Students and Global Studies.