Provost Support for Professional Development Release Time for Contract and Continuous Appointment Faculty

Dear Colleagues:

Colorado State University has recognized the need for regular professional development of our contract and continuing faculty members or NTT faculty. We have installed language in the Faculty Manual that specifically encourages such activity. Full-time contract and continuing faculty (defined as at least 50% FTE) who are employed for at least 12 consecutive semesters are eligible to apply for funding for release time to pursue professional development opportunities related to their job duties. All applications will be reviewed but may or may not be successful in any given cycle.

AY20/21 Funding and Eligibility

For approved release time in AY20/21, the Provost's Office will provide funding sufficient for one course release for primarily teaching faculty. A comparable amount of funding will be made available for faculty who are not primarily teaching. The faculty member may request additional support, if available, from the Department or College, as instructed by their chair/department head. For primarily teaching faculty, staying current in their discipline and developing additional teaching skills, methods, and curricula are of vital interest to the University. Examples of appropriate activities might include completing a curricular enhancement project, attending and/or developing a series of teaching workshops, undertaking an appropriate training program that is beyond normal expectations, or applying learning from prior experiences to current or future course planning and development. The Provost's Office is especially interested in enhanced participation in initiatives that contribute to CSU's activities in student success and curriculum enhancements.

While it is anticipated and expected that all faculty will routinely participate in professional development opportunities, this initiative could provide time necessary to assist in the application and implementation of learning garnered through one or more of the following or similar activities:

- participation in developing first four weeks activities
- developing inclusive pedagogy
- developing adaptive courseware
- participation in catalyst learning community
- incorporating learning assistants in a large introductory class that has high rates of D, W, F grades

Additional selection criteria for professional development funding may include rank, time in rank, recognition for teaching achievement and potential for transferring new concepts back to the CSU campus. We would expect that release time activities would be a valuable tool in preparing compelling promotion dossiers for contract and continuing faculty as well.

Application Process

The application process requires the following:

1)   Write a proposal (up to 2 pages) describing the professional development activity you plan to undertake. Address how this activity (a) will result in professional growth and increase the applicant's

overall level of knowledge as it relates to current job duties, and (b) will enhance our students' educational experiences.

2)   Include in the request a detailed description of specific goals to be achieved from having the release time available.

3)   Provide a current CV, and any applicable supporting documents such as invitation letters from host institutions or letters of financial support.

4)   Submit the above materials first to the department chair. The chair will then write a letter to accompany the application and send all materials to college dean. The dean then writes a brief letter for each application and sends all materials to the Provost's Office. The chair and dean may or may not support the release time.

5)   Arrange for the project to be submitted to the Provost office by March 1, 2020 for professional activities proposed for AY20/21.

The Provost's Office looks forward to participating with the colleges, departments, and faculty to launch this program this year and to review what we expect to be some exciting and compelling proposals.