

## **Professional Development Support for Contract and Continuous Appointment Faculty**

**Deadline: April 28, 2025**

### **AY25-26 Funding and Eligibility**

Colorado State University has recognized the need for regular professional development of our contract and continuous faculty members. We have installed language in the Faculty Manual ([section E.2.1.3](#)) 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. Once such funding has been granted, the faculty member becomes eligible for such funding again after another twelve (12) semesters of such employment.

All applications will be reviewed but may or may not be successful in any given cycle.

For approved release time in AY25-26, the Office of the Provost and Executive Vice President will provide funding sufficient for one course release for primarily teaching faculty. Funding amounts are typically \$10,000 or less and must be based on a consistent course release model for the faculty member's Department. 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. Faculty cannot receive supplemental pay for teaching a course during the course release.

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 Office of the Provost and Executive Vice President is especially interested in enhanced participation in initiatives that contribute to CSU's activities in student success and curriculum enhancements.

Examples of professional development activities that could be supported by this initiative include:

- Participating in development of first four weeks activities
- Developing inclusive pedagogy
- Developing adaptive courseware
- Participating in a 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 campuses. 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:

- Complete the [application cover sheet](#), including signatures.
- 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.
- Include in the request a detailed description of specific goals to be achieved from having the release time available.
- Provide a current CV, and any applicable supporting documents such as invitation letters from host institutions or letters of financial support.
- 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 Office of the Provost and Executive Vice President. The Chair and Dean may or may not support the release time.
- Arrange for the project to be submitted to the Office of the Provost and Executive Vice President by **April 28, 2025** for professional activities proposed for AY25-26.

Faculty will submit a brief (half page) report on their professional development activity to the Department Chair who will forward it to the Dean and the Office of the Provost and Executive Vice President for review within three months of the completion of the professional development leave.