

## Faculty Education and Development (FEAD) Program

### Overview

The FEAD program is a collaboration between the University and the College. These funds are used to promote faculty education and development that is likely to expand the College's portfolio of educational and scholarship activities.

### FEAD Program's Areas of Focus

For the 2021 FEAD Grants, applications must focus on one (1) of the following three (3) areas. The review requirements and deliverables for these three areas of focus are detailed separately on the following pages (*see pages 4 – 7*).

1. Grow **CAD scholarship** by supporting short projects that will increase the applicant's potential to submit peer reviewed publications/presentations, exhibitions/screenings et al., and/or to secure external funding (grants, sponsored research, etc.)
2. Increase the college's content and offerings that focus on infusing **diversity, equity, and inclusivity (DEI)** into newly developed curricular courses (or modifying existing courses) aimed towards CAD majors.
3. Increase the college's courses that are **general education (GE)** perspectives tailored toward non-CAD majors.

### Expected Awards

The program expects to fund **5-8 FEAD Grant awards up to \$6,000 each**.

### Eligibility

The following categories of faculty members **may apply** for FEAD Grant funding:

- Tenured Professors
- Tenure-Track Professors
- Lecturers on multiple year contracts
- Senior Lecturers
- Principal Lecturers

The following categories of faculty members **are ineligible** for FEAD Grant funding:

- visiting faculty
- part-time faculty
- Lecturers on 1-year contracts

## Selection Criteria and Considerations

Through their outcomes, FEAD proposals must be tied to the **faculty member's plan of work and align to one of the three FEAD areas of focus** (scholarship, diversity, or general education).

Unique workshops, seminars and courses that enhance and develop faculty skills are appropriate.

The following types of proposals are **discouraged**:

- attendance at trade shows
- licensing of software (one-time purchase is acceptable)
- printing, publishing, or distribution of large, marketable or profit-making editions of manuscripts
- purchase of capital equipment (*if equipment is purchased, it becomes the property of CAD – College of Art and Design at the end of the grant period, per university guidelines*)
- continuing of or repeat FEAD grant proposals
- proposals involving FEAD committee members (need permission from dean's office)

The following types of proposals are **ineligible**:

- projects that have already been completed and faculty are seeking reimbursement
- projects/events that occur before the notification of a FEAD grant award letter (*end of spring term*)
- incomplete submissions

## FEAD Grant Application Form:

Faculty members must download and complete the fillable PDF form located on <https://inside.cad.rit.edu>

Required information includes:

- **Abstract** that clearly states the objective and desired outcome in 100 words or less.
- **Project Narrative:** A detailed but concise description of the proposed project, readable by non-experts. Readability will impact the evaluation of the proposal.
- **Anticipated Outcomes:** A list of measurable outcomes and an explanation of how they will contribute to the faculty member's specific plan of work in regards to teaching responsibilities and/or scholarly activities tied to the expectations for the chosen FEAD areas of focus (*see pages 4 – 7*).
- **Detailed Budget:** an itemized list of all expenses for the proposed project, as well as explanation of any additional expenses and supplementary funding sources, including professional development/scholarship allotments from their school, if relevant. For course development, click on the checkbox labeled *Course development stipend*.
- **Timeline:** a complete timeline highlighting all major events, including the initiation, completion, and submission of the final report. (*Note: expenses cannot be incurred prior to the notification of a FEAD grant award.*)
- **Funding History:** A list of previous FEAD Grant funding received within the last three (3) years

## Budget and Justification

All budget figures must be well-researched, documented, and **competitively priced**.

- Faculty must research and document waived fees for presenting papers or panel presentations at conferences. The committee reserves the right to adjust total dollar amount requested.
- The FEAD committee cannot provide additional funds for a previously approved project.

- Allowable expenses include: professional development for the faculty member, reasonable supplies/equipment needed, and travel.
- Unallowable expenses include: undergraduate and graduate stipends

### FEAD Process and Deadlines

- Faculty members must email their PDF applications to their School Director by **November 15th**.
- School Directors will review submitted proposals, verify that they are tied to each faculty member's plan of work, and indicate their support for compliant proposals. School Directors must email all the completed PDF applications for supported proposals, to Michele Washburn in the Dean's Office by **December 15th**.
- The CAD FEAD Committee will review all compliant proposals with respect to the **FEAD areas of focus** during the **spring term**. The committee will provide a written recommendation, noting each proposal's strengths and weaknesses to the Dean, or Dean's delegate, by **April 1st**.
- The Dean, or Dean's delegate, will make the final evaluation and award decisions.
- Faculty members who receive a FEAD grant will be notified by the **end of spring term**.
- The award period for the FEAD grant will be from **June 1 – May 31**. All monies must be spent within this period.
- Unused funds will be reinvested in the FEAD budget for future project proposal awards.

### FEAD Grant Final Reports

A written final report must be submitted to the College of Art and Design Dean's office **within 18 months after the award date** for course based FEAD grants, **15 months after award date** for scholarship based FEAD grants. Final reports should consist of the following three elements:

1. A detailed assessment of the outcomes as compared to the goals outlined in the original proposal. The report should describe how the outcomes addressed faculty development, teaching effectiveness, curriculum enhancement, and scholarship/creative activity.
2. A summarized explanation of actual expenditures with explanation for any departures from the original budget proposal.
3. Evidence of completion as outlined in the deliverables section for each FEAD Program's Area of Focus (*see pages 4 – 7*).

### Incomplete Approved FEAD Proposals

Faculty members who experience problems or conflicts carrying out the approved proposal must document the problem in detail and propose a resolution to the FEAD Committee in writing. The committee will consider the amended proposal to the original grant application and make a formal response to the faculty member, School Director, and Dean. The faculty member must provide both the original proposal and the amendments.

# CAD FEAD Program's Areas of Focus

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## 1. FEAD Focus: **Scholarship**

Faculty are invited to submit proposals that support research that is likely to expand the portfolio of scholarship activities within the College by providing meaningful opportunities for all levels of scholarship. Consistent with [RIT policy E4.0](#), this program recognizes five kinds of scholarship: discovery, teaching/pedagogy, integration, application, and engagement.

### Review Criteria

- Does the proposal promote scholarship for junior faculty, new directions for senior faculty, or help the applicant remain competitive in their area of scholarship?
- Will the proposal enable new opportunities for the applicant and/or the College?
- Does the proposal focus on a strategic area for the College and/or the University?
- To what extent does the proposal align with the current solicitation's aims and preferences outlined in their plan of work?
- Are the proposed deliverables commensurate with the funding request for the discipline?
- Is it feasible that the work will lead to a peer-reviewed scholarship within one year of completion?
- Is the proposal readable by a non-expert?

### Deliverables

Recipients of the FEAD Scholarship funding grant are expected to:

- Submit a summary report that describes accomplishments and deliverables. The report is due 15 months after the award date (September 1).
- Disseminate findings to the college, during an All-College Faculty meeting.
- Submit a compelling image and caption summarizing the scholarship to [CAD Marketing Communications](#). The image and caption are due simultaneously with the summary report.
- Submit their research to [RIT Scholarship](#) website.

## 2. FEAD Focus: Diversity and Inclusivity in Courses for CAD Majors

Faculty are invited to submit proposals that expand course offerings which focus on diversity and inclusion for CAD students. The College of Art and Design houses many of the disciplines central in preparing students for understanding how race, gender, class, disability, ethnicity, religion, nationality, and sexuality shape individual identities, social relations, institutional structures, and culture.

Preference will be given to proposals seeking to develop or revise courses, when appropriate, that (a) ensure that CAD students have diversity knowledge and competencies, (b) expand on the influences of power, privilege and social justice through art and design, (c) use innovative pedagogical approaches, (d) can be delivered within 18 months of granting, and (e) help the faculty member achieve their professional goals.

### Review Criteria

- To what extent is the proposed pedagogical approach innovative?
- To what extent is the course concept thoroughly developed?
- To what extent does the proposal expand diversity curriculum options for CAD students?
- To what extent does the course identify discipline-specific diversity learning objectives?
- What is the evidence that the faculty member can successfully develop and deliver the course?
- To what extent does the proposal help the faculty member achieve their professional goals?

### Requirements

Recipients of the FEAD Diversity and Inclusivity Course Development funding grant are expected to:

- Usher the course through the approval processes at the school and college curriculum committees within one semester. The [course proposal form](#) should be filled out and submitted to the appropriate school's curriculum committee, after consultation with the school and program directors.
- Leverage RIT teaching resources to ensure the course is of high quality and uses innovative pedagogical approaches.

### Deliverables

- Promote and deliver the course at least once within three semesters of the award.
- Submit a summary report that describes (a) what was accomplished, (b) how the course was received by students and/or programs, and (c) a proposed path forward for the course. The report is due 18 months after the award date (December 1).
- Submit a compelling image and caption summarizing the project to [CAD Marketing Communications](#).
- Disseminate findings to the college, during an All-College Faculty meeting.

### 3. FEAD Focus: General Education (GE) Perspectives Courses for Non-CAD Majors

Faculty are invited to submit proposals that support curriculum development to expand the portfolio of the college's [general education](#) course offerings. Preference will be given to proposals to develop courses that (a) are geared towards non-CAD majors (b) use innovative pedagogical approaches, (b) can serve as [GE perspectives](#) for any category (c) have minimal prerequisite knowledge, (d) can be delivered within 18 months of granting, and (e) help the faculty member achieve their professional goals.

The four perspective categories listed below are generally best suited for CAD courses, but any GE designation can be solicited.

- **Ethical:** Identify contemporary ethical questions and relevant positions
- **Artistic:** Interpret and evaluate artistic expression considering the cultural context in which it was created
- **Global:** Examine connections among the world's populations
- **Social:** Analyze similarities and differences in human social experiences and evaluate the consequences

Proposers are encouraged to connect with **Dr. Sarah Thompson**, College Representative on the General Education Committee/Associate Professor in the College of Art and Design ([setfaa@rit.edu](mailto:setfaa@rit.edu)) and **Dr. Elizabeth Hane**, Faculty Associate to the Provost for General Education ([enhsbi@rit.edu](mailto:enhsbi@rit.edu)), for guidance regarding the [GE approval process](#).

#### Review Criteria

- To what extent is the proposed pedagogical approach innovative?
- To what extent is the course concept thoroughly developed?
- What is the likelihood that the [proposed course](#) could serve more than fifty (50) non-CAD majors for lectures, or more than eighteen (18) non-CAD majors for lab/studio courses?
- Can the course serve as a GE perspectives course?
- To what extent does the course require or imply prerequisite knowledge?
- Will the course be available in multiple modalities so that it can reach non-traditional learners or RIT Global campuses?
- What is the evidence that the faculty member can successfully develop and deliver the course within three semesters?
- To what extent does the proposal help the faculty member achieve their professional goals?

## **Requirements**

Recipients of the FEAD Gen Ed Expansion funding grant are expected to:

- Usher the course through the approval processes at the school and college curriculum committees, and the General Education Committee within one semester. The course proposal form should be filled out and submitted to the appropriate school's curriculum committee, after consultation with the school and program directors.
- Leverage RIT teaching resources to ensure the course is of high quality and uses innovative pedagogical approaches.

## **Deliverables**

- Promote and deliver the course at least once within three semesters of the award.
- Submit a summary report that describes (a) what was accomplished, (b) how the course was received by students and/or programs, and (c) a proposed path forward for the course. The report is due 18 months after the award date (December 1).
- Submit a compelling image and caption summarizing the project to [CAD Marketing Communications](#).
- Disseminate findings to the college, during an All-College Faculty meeting.