RIT | College of Art and Design

Faculty Education and Development (FEAD) Program

Revised 09/13/24

Overview

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

FEAD Grant Deadlines

	Fall Semester 2241	Spring Semester 2245
Faculty members email their PDF applications to their School Director	November 1, 2024	March 3, 2025
School Directors email all the completed PDF applications for supported proposals, to Beth Schoenfeld in the Dean's Office	December 2, 2024	March 31, 2025
CAD FEAD Committee review all compliant proposals and provide a written recommendation, noting each proposal's strengths and weaknesses to the Dean, or Dean's delegate.	By December 20, 2024	By April 18, 2025
Dean or Dean's Delegate notify faculty members who received a FEAD grant.	By January 10, 2025	By May 2, 2025

Expected Awards

The program expects to fund up to **4 – 10 FEAD Grant** awards per year, up to **$5,000** per grant.

FEAD Program's Areas of Focus

For the FEAD Grants, applications must focus on one (1) of the following four (4) areas. The review requirements and deliverables for these four areas of focus are detailed separately on the following pages *(see pages 5 – 11)*.

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 CAD's course offerings that focus on one or more of the following topics:
   - **diversity, equity, and inclusivity (DEI)**
   - **general education (GE)**
   - **writing intensive (WI)**

3. Create a new CAD course that infuses **emerging, creative technologies** (generative AI, AR/VR, digital fabrication, etc.).

4. Create or revise CAD course(s), open to the University, that operate at **large capacities** (70 – 150 students).

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 either scholarship or course creation**.

The following types of proposals are **discouraged**:
- attendance at trade shows
- licensing of software (one-time purchase is acceptable)
- printing, publishing, or distribution of self-published materials
- 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)*

The following types of proposals are **ineligible**:
- continuing of or repeat FEAD grant proposals
- proposals involving FEAD committee members

- 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 5 – 11).*

- **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, course buyout (funds go to applicant's school) or overload pay, reasonable supplies/equipment needed, and travel.

- Unallowable expenses include: undergraduate and graduate stipends

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**, and 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 5 – 11).*

Requests for FEAD Extensions:

Faculty members who experience problems or conflicts carrying out the approved proposal must request an extention to the Chair of the FEAD Committee in writing, including a revised timeline for the completion of the project and the original proposal.

The committee will consider the request and revised timeline. The Chair of the FEAD Committee will make a formal response to the faculty member, School Director, and Dean.

Only **one extention request within the 12-month funding period** will be considered. In the event an extension is not approved, any unused funds will be realocated back into the FEAD funding pool.

After the 12-month funding cycle, any unused funds will be realocated back into the FEAD funding pool.

CAD FEAD Program's Areas of Focus

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 delivered. The report is due 18-months after the award date.

- 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: Course Creation**

Diversity, Equity, and Inclusivity (DEI)

Faculty are invited to submit proposals that expand course offerings which focus on diversity and inclusion for CAD students. The College of Arts 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.

Proposals for course offerings must be developed in **consultation with the school director and program faculty** of the sponsoring school. When proposing a new course, proposers should make every effort to identify, prior to submitting the new course proposal, any existing courses that contain very similar content.

Preference will be given to proposals seeking to develop or revise courses, when appropriate, that (a) ensure that CAD students have basic diversity knowledge and competencies, (b) expand on the influences of power, privilege and social justice through art and design, (c) use innovative pedagogical approaches, and (d) 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.
- Submit a compelling image and caption summarizing the project to CAD Marketing Communications.
- Disseminate findings to the college, during an All-College Faculty meeting.

General Education (GE)

Faculty are invited to submit proposals that support curriculum development to expand the portfolio of the college's general education perspectives 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 categories of Ethical, Artistic, Global or Social (c) have minimal prerequisite knowledge, and (d) help the faculty member achieve their professional goals.

For reference, the learning outcomes associated with the targeted perspectives categories are:

- **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

Proposals for course offerings must be developed in **consultation with the school director and program faculty** of the sponsoring school. When proposing a new course, proposers should make every effort to identify, prior to submitting the new course proposal, any existing courses that contain very similar content.

Proposers are encouraged to connect with **Dr. Heidi Nickisher**, College Representative on the General Education Committee/Associate Professor in the College of Art and Design and **Dr. Elizabeth Hane**, Faculty Associate to the Provost for General Education 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?
- 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.

- Submit a compelling image and caption summarizing the project to CAD Marketing Communications.

- Disseminate findings to the college, during an All-College Faculty meeting.

Writing Intensive (WI)

Faculty are invited to submit proposals that support curriculum development to expand the portfolio of the college's writing intensive course offerings. Preference will be given to proposals to develop courses that (a) are geared towards the full University (b) use innovative pedagogical approaches, (b) can serve as writing intensive (WI) course, and (d) help the faculty member achieve their professional goals.

Proposals for course offerings must be developed in **consultation with the school director and program faculty** of the sponsoring school. When proposing a new course, proposers should make every effort to identify, prior to submitting the new course proposal, any existing courses that contain very similar content.

Proposers are encouraged to connect with **Mari Jaye Blanchard**, College Representative on the University Writing Committee/Associate Professor in the College of Art and Design for guidance regarding the WI 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 25 students?

- Can the course serve as a WI course?

- To what extent does the course require or imply prerequisite knowledge?

- 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 Writing Intensive (WI) funding grant are expected to:

- Usher the course through the approval processes at the school and college curriculum committees, and the University Writing 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.

- 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: Creative Technologies

Faculty are invited to submit proposals that expand course offerings which focus on infusing emerging, creative technologies. The College of Arts and Design houses many of the disciplines that focus on technology, art, and design (T/A\D). Preference will be given to proposals seeking to develop or revise courses that (a) use innovative pedagogical approaches, and (b) help the faculty member achieve their professional goals.

Proposals for course offerings must be developed in **consultation with the school director and program faculty** of the sponsoring school. When proposing a new course, proposers should make every effort to identify, prior to submitting the new course proposal, any existing courses that contain very similar content.

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 course require or imply prerequisite knowledge?

- 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

- 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.

- Submit a compelling image and caption summarizing the project to CAD Marketing Communications.

- Disseminate findings to the college, during an All-College Faculty meeting.

4. FEAD Focus: Large Capacity Courses

Faculty are invited to submit proposals that can be offered in the CAD designated SHED space or the other 150+ seat classrooms designated for active learning in the SHED. Preference will be given to proposals seeking to develop or revise courses that (a) use innovative pedagogical approaches, and (b) help the faculty member achieve their professional goals.

Proposals for course offerings must be developed in **consultation with the school director and program faculty** of the sponsoring school. When proposing a new course, proposers should make every effort to identify, prior to submitting the new course proposal, any existing courses that contain very similar content.

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 course require or imply prerequisite knowledge?

- What is the likelihood that the proposed course could serve 70 or 150 students?

- 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

- 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.

- Submit a compelling image and caption summarizing the project to [CAD Marketing Communications](#).

- Disseminate findings to the college, during an All-College Faculty meeting.