

# Clayton State University

## Martha Wood Faculty Development Grant Application Form

### I. Purpose

The purpose of the Martha Wood Faculty Endowment Fund is to support professional development for Clayton State University faculty seeking to improve their teaching expertise, while broadening their knowledge of learning theory. Awards should be used for developmental activities focused on new or innovative teaching methods or programs, as well as for expanding the applicant's professional network and access to teaching resources.

### II. Scope

**A. Amount.** Two monetary grants of up to \$1000 and one grant of \$500 will be awarded annually.

**B. Disbursement Review.** The amount and number of grants will be re-evaluated each year based on investment performance and faculty development needs.

### III. Eligibility

All faculty (full-time and part-time) with a minimum of one year of teaching experience at Clayton State University are eligible to submit an application; however, preference will be given to full-time faculty with less than five years teaching experience.

### IV. Faculty Expectations

Grant recipients must submit a written report on their grant activities to the Chair of the Faculty Development Committee within one month of completion of the professional development activities. Grant recipients are also expected to attend a luncheon with Chris Wood, Dr. Martha Wood's personal representative.

### V. Restrictions

Applicants who receive a faculty development grant may apply for a grant in subsequent years, but unless there are special circumstances, priority will be given to applicants yet to receive funding.

Members of the Faculty Development Committee are eligible to apply for the grant during their term of service, only when submitted applications fall short of the number of grants available.

### VI. Application Process

Applicants may submit their completed application via one of two ways:

1. Upload the application electronically to the [Martha Wood Grant - Application Submission](#) qualtrics survey.
2. Submit a hard copy via interoffice mail to Justin Mays, CELT, UC-149.

Applications should be submitted no later than Tuesday, March 1st, 2022, for proposed activities occurring during the Spring, Summer, or Fall 2022.

The application form is included below on pages 3 - 5.

## VII. Selection Process

- A. The Faculty Development Committee will review the applications and send recommendations to Chris Wood, Communications Coordinator for the Southeastern Center for the Enhancement of Learning and Dr. Wood's personal representative, for final approval. The Committee will have the option of interviewing candidates in order to evaluate the applicants based on the following criteria:
- Potential impact of the proposed activity for professional enrichment of the applicant
  - Faculty involvement in the sponsoring organization or field
  - Faculty credentials
  - Perceived commitment of the applicant
  - Department Head and Dean's approval
- B. Award recipients will be notified no later than Friday, March 18th, 2022.
- C. If sufficient proposals of merit have not been submitted, the application process will be reopened with a November 15<sup>th</sup> deadline for applications and a December 15<sup>th</sup> deadline for notification. (November applicants will apply for proposed activities during the upcoming Spring Semester.)

NOTE: Modifications and exceptions to these guidelines may be made with approval of the Faculty Development Committee and Chris Wood, Dr. Wood's personal representative.

# Martha Wood Faculty Development Grant Application

Name of Applicant

College/School  Department

Rank:

Adjunct

Lecturer

Associate Professor

Instructor

Assistant Professor

Professor

Number of Years at Clayton State:

## Current Teaching Schedule:

Course ID	Course Title	Section	# of Students

## Topic of Faculty Development

(e.g., critical thinking, problem-based learning, cognitive development, etc.)

## Level of Faculty Involvement

(e.g., conference presenter, officer in sponsoring organization, etc.)

**Description of Faculty Development**

(conference, workshop, research, etc. Be sure to include dates that the activities would occur)

**Expected Impact**

(on Teaching Methodology or Program Activities)

**Mission Relevance**

(Institutional or College/School Mission)

### Itemized Budget

Item	Budgeted Amount
Travel	
Conference Registration	
Course Release	
Equipment	
Supplies	
Other (specify, attach additional documents as needed)	
Total	

### Signatures

*Applicant:*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Department Head:*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Dean:*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_