December 3, 2012

Dear faculty colleagues,

For the past several years the Academic Affairs Office has awarded Faculty Incentive Awards. I am happy to continue this practice of supporting faculty scholarship and research.

These awards are open to all full-time MCLA faculty. They are meant to stimulate and support existing and new lines of research, teaching and learning opportunities, and creativity among the faculty.

Following a request from and consultation with the MSCA Executive Committee, and with the support of President Grant, I have reorganized the awards for this year and plan further changes for 2013-14 to increase the value of the awards and to encourage the highest standards of scholarly work.

This year there will be up to three incentive awards, each carrying a $3,000 honorarium, which is double the amount given in the past.

In 2013-14 and forward the pool of funding will be increased so that the selection committee may recommend up to three awards for course releases valued at $4,500 (or the value of a part-time replacement faculty), or of honoraria at $3,000, or a combination. The Faculty Lecture Award is now given every other year, and its value will remain $1,500. The next award year is 2013-14.

This year the awards may fall into any of the following categories:

- Research
- Curriculum Development
- Creative Projects

A description of each category appears in the attached guidelines.

The Faculty Incentive Awards are given in consultation with a selection committee, and I will be sending a separate appeal for committee members following the semester break.
The award guidelines are attached to this memorandum. All submissions and supporting documentation should be submitted electronically to Shelley Potterton in the Academic Affairs Office. This year’s deadline is **Monday, March 18, 2013**.

I am very pleased to continue to offer this support of faculty scholarship and research, and hope that you will consider applying for an award. Please contact me with any questions.

Sincerely,

Cindy Brown, Vice President of Academic Affairs

Cc: Monica Joslin
MCLA Faculty Incentive Awards Guidelines
2012-2013
Deadline: Monday, March 18, 2013

Faculty Incentive Awards are available on a competitive basis to full-time MCLA faculty. The awards may support any of the following:

1) Original research, including new as well as existing research projects or inquiries.
2) Development of a new course(s)/program or significant revision of an existing course/courses/program. These projects are typically faculty-initiated but may also reflect needs and opportunities generated by a department.
3) Those whose scholarship is expressed wholly or in part in creative fields and disciplines, including the fine, performing and applied arts.

Please note: Every other year an additional award will be given for a faculty lecture. The award was given in 2012-13; therefore the next award year will be 2014-2015.

Application requirements:

1) Cover sheet with applicant’s name, department and date of application.
2) A narrative description of the project; in the case of a curriculum project, a syllabus or program description outline. The description should relate the project to the applicant’s disciplinary area or teaching. Narrative length should be approximately 3-4 pages.
3) In the case of a curriculum project, a letter from Department Chair or Dean stating support for scheduling of the proposed course/program.

Role of the Selection Committee:

The Selection Committee is composed of volunteers from among the full-time faculty. The Committee will review all proposals. Readers outside the Committee will be solicited as necessary if a proposal needs to be evaluated by colleagues with appropriate expertise. Once the committee has conferred the members or representatives will meet with the Vice President to review the recommendations.

For research and creative projects: Selection will be based on the overall quality of the project, the relevance to the specialization of the applicant, and the perceived value of the research to the institution or the discipline.
For curriculum projects: Selection will be based on evidence of innovation in terms of subject matter and/or pedagogical techniques; and how well the new/revised course(s)/program complement/improve Core Curriculum or department offerings.

**Award value:**

In 2012-13 there will be up to three awards, each carrying a $3,000 honorarium. In 2013-14 and forward the pool of funding will be increased and there will be up to three awards, which may include course release awards of $4,500 (or the value of a part-time replacement faculty), honoraria at $3,000 per award, or a combination. The Faculty Lecture Award will continue to be an honorarium of $1,500.

**Responsibilities of awardees:**

1) File a report or submit a copy of work product from the project by Sept. 30 of the fall semester following the award year.

2) Awardees will be urged to present about their projects at a Brown Bag talk or in another venue in the year following their award; or in the case of publishable work, to submit it to *Mind’s Eye*.

3) Awardees may be asked to present on their work to the Board of Trustees or other institutional audiences.