

## (excerpted from Faculty Handbook Chapter 6: Faculty Recognition and Development)

### 6.5 Awards

Iowa State University maintains a system of Honors and Awards to recognize the accomplishments of faculty in teaching, research, institutional service, and professional practice. [A listing and description of awards and criteria for submitting nominations may be found on the provost's web page:](#)

<http://www.provost.iastate.edu/faculty/awards/awards.html>. ~~University awards for which faculty may be nominated and sources describing the nominating process are listed here.~~

~~A description of the award and criteria for submitting nominations for these awards may be found on the provost's web page: <http://www.provost.iastate.edu/faculty/awards/awards.html>~~

#### 6.5.1 Teaching Awards

~~ISU Foundation Award for Early Achievement in Teaching~~

~~ISU Foundation Award for Outstanding Achievement in Teaching~~

~~The Louis Thompson Distinguished Teaching Award~~

~~James Huntington-Ellis Award for Excellence in Undergraduate Introductory Teaching~~

#### 6.5.2 Research Awards

~~ISU Foundation Award for Early Achievement in Research~~

~~ISU Foundation Award for Outstanding Achievement in Research~~

#### 6.5.3 Extension and Professional Practice Awards

~~ISU Foundation Award for Early Achievement in Extension or Professional Practice.~~

~~ISU Foundation Award for Outstanding Achievement in Extension or Professional Practice.~~

#### 6.5.4 Academic Advising Award

~~ISU Foundation Award for Excellence in Academic Advising~~

#### 6.5.5 Institutional Service Award

~~International Service Award (Formerly Wilton Park International Service Award)~~

#### 6.5.6 Other awards also recognize faculty contributions and accomplishments.

~~The Margaret Ellen White Graduate Faculty Award recognizes the outstanding efforts of major professors. A description of the award and criteria for submitting nominations may be found on the graduate college web page: <http://www.grad-college.iastate.edu/academics/awards/white-award.php><http://www.grad-college.iastate.edu/gpss/>.~~

~~The Presidential Service Award recognizes outstanding service of faculty and staff to Iowa State University. A description of the award and criteria for submitting nominations is available through the Office of the President.~~

~~The Regents Faculty Excellence Awards recognize faculty who have rendered significant service to Iowa State University and/or to the state of Iowa. A description of the award and criteria for submitting nominations may be found on the [Executive Vice President and Provost Faculty Senate web page:](#)~~

<http://www.facsen.iastate.edu/documents/facultyawards/Regent.html>;  
<http://www.provost.iastate.edu/faculty/awards/awardinfo/RegFacExcellence.html>

## **6.6 Development Policies**

~~Iowa State University maintains a system of Honors and Awards to recognize the accomplishments of faculty in teaching, research, institutional service, and professional practice. University awards for which faculty may be nominated and sources describing the nominating process are listed here.~~

~~A description of the award and criteria for submitting nominations for these awards may be found on the provost's web page: <http://www.provost.iastate.edu/faculty/awards/awards.html>~~

### **6.6.1 Study Opportunities**

Faculty may enroll in university classes for professional development or personal enrichment. Enrollment in classes that conflict or interfere with the completion of faculty responsibilities should be avoided. Faculty [who wish to receive credit](#) will be expected to pay full tuition and fees for all course, ~~work taken for credit~~. [Alternatively, faculty members who wish to attend university classes informally on a no-credit basis should confer with the instructor in charge.](#)

### **6.6.2 Attending Class**

~~Faculty members who wish to attend university classes informally on a no-credit basis rather than enroll as auditors should confer with the instructor in charge.~~

## **6.7 Faculty Development Programs**

### **6.7.1 Faculty Professional Development Assignments**

(Formerly Faculty Improvement Leave)

Approved by the Faculty Senate on 3/16/90.

The university recognizes that significant opportunities for professional growth and development are required periodically by faculty members and that the Faculty Professional Development Assignments (FPDA) Program is one of the best modes to achieve such growth and development. The university strives to promote an environment in which the faculty will be motivated to participate enthusiastically in FPDA Program. This environment permits both the faculty and administration to plan so as to obtain the desired results from the program. [Foreign Exchange Program](#) Other leaves will be handled administratively and will not be included as part of the FPDA Program. [Guidelines for preparation, review and approval of applications are on the provost's website at \[http://www.provost.iastate.edu/faculty/advancement/development/fil\\\_1.html\]\(http://www.provost.iastate.edu/faculty/advancement/development/fil\_1.html\)](#)

#### **6.7.1.1 Guidelines**

~~Guidelines for preparation, review and approval of applications are on the provost's website at [http://www.provost.iastate.edu/faculty/advancement/development/fil\\_1.html](http://www.provost.iastate.edu/faculty/advancement/development/fil_1.html)~~

### **6.7.2 Big 12 Faculty Fellowship Program**

The Big 12 Faculty Fellowship Program offers faculty the opportunity to travel throughout the academic year to member institutions to exchange ideas and research. Guidelines for preparing and submitting proposals are available on the web at: [FIND CORRECT URL](#)

~~<http://www.provost.iastate.edu/faculty/advancement/development/>~~

[http://www.provost.iastate.edu/faculty/advancement/development/big12\\_1.html](http://www.provost.iastate.edu/faculty/advancement/development/big12_1.html)

### **6.7.3 Internship and Fellowship Programs**

The university supports the concept of administrative internships and fellowships for faculty because these can be relevant experiences for faculty members' professional development. The following policies apply to such programs:

- The university will continue to encourage faculty professional development by making timely university-wide announcements of internal and external internship and fellowship opportunities.
- Such announcements will include information about internships available in the various ISU administrative offices and colleges, the ACE Fellows Program, the Kellogg National Fellowship Program, and other similar programs.
- No central funding will be available for the Kellogg National Fellowship Program or the ACE Fellows Program, and all such expenses will be covered by the respective college/administrative offices.

### 6.7.3.1 Selection Process.

Nominations for external internship/fellowship programs will be initiated at the departmental level by the chair, forwarded to the dean, and, if approved, forwarded to the provost. The following policies apply to internal internships:

- Nominations/applications for the internal internship programs will be administered consistent with the individual college policies and procedures related to the internship position.
- The preferred title will be "Administrative Intern to the \_\_\_\_\_" instead of "Assistant to the \_\_\_\_\_" or "Assistant \_\_\_\_\_."
- There will be no administrative increment awarded to those individuals appointed to the internal internship programs. Salaries are to be paid by the respective administrative units, with reimbursement for necessary replacement to be negotiated with the employing office.

### 6.7.4 Study in a Second Discipline

The Study in a Second Discipline program offers faculty members an opportunity to extend their scholarship through on-campus study in a separate field for one academic semester. The program is sponsored by the provost, and guidelines for preparing and submitting proposals are available on the web at <http://www.provost.iastate.edu/faculty/advancement/development/>.

### 6.7.5 Instructional Development Grants

The university provides support for projects to improve instruction. Grants are awarded annually on a competitive basis. Guidelines for preparing and submitting proposals are available on the web at <http://www.itc.iastate.edu/wsdocs/instrdev/IDGrants.html>.

### 6.7.6 Miller Faculty Fellowships

Miller Faculty Fellowships, supported by an endowment, are awarded annually to fund faculty development proposals that advance the university's Strategic Plan. The program is administered by the Office of the Executive Vice President and Provost and the Center for Teaching Excellence in Learning and Teaching, and guidelines for preparing and submitting proposals are available on the web at

<http://www.provost.iastate.edu/faculty/advancement/development/>. FIND CORRECT URL

[http://www.celt.iastate.edu/grants\\_awards/fellowships/miller/](http://www.celt.iastate.edu/grants_awards/fellowships/miller/)

### 6.7.7 International Faculty Exchange Opportunities

The university maintains formal exchange agreements with universities around the world, and through such agreements, faculty are able to arrange for exchanges with these institutions. Interested faculty members should obtain a current list of institutions with which we hold agreements from the International Educational Services web site, <http://www.iastate.edu/~study-abroad/Partner/Partner.html>. To apply for an exchange, the faculty member must have his/her proposal approved by the chair, dean, and provost. Funding of exchanges is negotiated with departments and colleges.

### **6.7.7.1 Criteria.**

The following are the criteria for evaluation of proposed exchanges:

- ~~determination of the extent to which the exchange will enhance the future performance of the individual's duties as a faculty member~~
- ~~a clear indication that the exchange will benefit the department and institution~~
- ~~a clear understanding that granting the exchange is an investment in the future of the faculty member and of the department, and is not intended as a reward for past performance~~
- ~~length of time since the most recent previous IFE (a minimum of two years from completion of a previous IFE must have passed)~~
- ~~evidence of the proposer's record of scholarly or creative activity~~

~~If there is a direct exchange of faculty, B-base faculty can be on an exchange program for up to nine months at full salary, and A-base faculty can be on an exchange program for up to 12 months at full salary. If there is not a direct exchange, the time spent off campus will be considered to be a noncompetitive professional development assignment and the individual will receive up to six months salary upon department and college approval. The college will retain control over any salary savings generated by this exchange. Funding for replacement faculty will not be provided from central administration funds. Replacements will be handled and controlled by the applicant's college(s) or department(s).~~

~~When program dates do not conform to the beginning or ending dates of a semester, a separate justification/ approval memo outlining how teaching responsibilities will be covered during that fraction of time will be required of the chair(s) via the dean(s). This memo should accompany the initial application.~~

### **6.7.8.5 Foreign Travel Grant Program**

Financial support for university-related travel to foreign countries, in some instances, may be obtained through the Foreign Travel Grant Program. Because funds in this program are limited, grants are awarded on a competitive basis and for no more than 75 percent of the least expensive round trip air fare between Des Moines and the individual's destination or 75 percent of the lowest appropriate air fare between two destinations, whichever is less at the time the quote is obtained.

#### **6.7.85.1 Eligibility**

All faculty may apply for foreign travel grants. Junior faculty who have an opportunity to participate in an international activity that is in the purview of the Foreign Travel Grant Program are encouraged to apply.

#### **6.7.85.2 Categories of Foreign Travel**

Although foreign travel may be undertaken for a number of reasons, most foreign travel requests involve one or more of the following categories:

- long-term research projects in a foreign location
- research of short duration or collaborative efforts, often involving several related activities such as lecturing, graduate student recruiting, fund-raising, etc.
- presentations at foreign conferences
- faculty exchanges

#### **6.7.58.3 Application and Review**

Information and application forms are available from the Faculty Senate website:  
<http://www.facsen.iastate.edu/Foreigntravel/foreigntravel.htm>.

Applications are reviewed and grants are awarded three times a year by the Faculty Senate Committee on Recognition and Development.

Approved by the Faculty Senate on April 15, 2008, and by the president and provost on April 29, 2008.

## **6.7.96 Mentoring Program for New Faculty**

The Office of the Executive Vice President and Provost sponsors a mentoring program for new tenure-eligible faculty. The program focuses on helping an individual develop professionally through advice and consultation. Senior faculty designated as mentors accept special responsibilities for assisting new faculty members. ~~The mentors receive professional development support from the Office of the Executive Vice President and Provost.~~  
~~<http://www.provost.iastate.edu/faculty/advancement/development/>~~ ~~FIND CORRECT URL~~

<http://www.provost.iastate.edu/apad/docs/EVPPMentoringProgramBrochure2011.pdf>

## **6.7.10 Overseas Study Group Leader and Initial Site Visit Grants**

~~Financial support for faculty or staff may be available to develop and lead student groups on study or internship programs abroad. Funds made available from the Office of the Executive Vice President and Provost are distributed by the Study Abroad and Exchange Committee, which reports to the Council on International Programs. Proposal guidelines for group leaders are available at the Study Abroad Resource Center or on the web at <http://www.iastate.edu/~study-abroad/>.~~

## **6.7.711 Bailey Research Career Development Award**

The overall goal of this award is to foster research that is innovative and, not only increases knowledge, but has practical applications. It is expected that the Bailey award will allow faculty to devote time toward high-risk research addressing emerging scientific, technical and/or societal problems resulting in practical applications and, in appropriate disciplines, extramural funding. Guidelines for applications are available from the Office of the Vice ~~Provost for Research and Advanced Studies~~ [President for Research and Economic development](http://www.vpresearch.iastate.edu/researcher/funding/internal/bailey.html) website:  
<http://www.vpresearch.iastate.edu/researcher/funding/internal/bailey.html>.

**IS THERE ANYTHING ELSE THAT SHOULD BE ADDED?**

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