

2009-2010 Individual Development Awards

Dear Members,

Our campus joint labor-management Professional Development Committee (Ann Deakin, Melinda Karnes, Julie Newell, Dick Reddy, Beez Schell, and Chris Taverna) is pleased to announce our campus guidelines and the deadline for the first of two rounds of the Individual Development Awards for 2009-2010.

This first round is for the time period between July 2, 2009 through December 31, 2009. (Note: the second round, to be formally announced in January, will be for the period between January 1, 2010 and July 1, 2010).

A total of \$19,768 will be available for 2009-2010. Approximately half of that amount will be awarded in the first round and the rest in the second round.

Applications for the first round will be due by noon (12:00 p.m.) on Monday, October 5. To be considered, applications must be received by then. Note: Since campus mail can entail substantial delays, we strongly recommend that you hand-deliver your application.

All applications should be sent (or brought) to the Professional Development Committee in care of its chair, Dick Reddy, W 367 Thompson Hall.

All members of the bargaining unit represented by UUP, employed at Fredonia during that period of time, are eligible to apply.

Following statewide guidelines, a minimum of \$1,482 (15% of the total) will be reserved for part-timers.

The maximum award for our campus program is \$1,000.

Applications may only be for one project or activity (e.g., it is not possible to request reimbursement for two conferences or for three unrelated travel destinations).

Statewide guidelines are at the Joint Labor-Management Committee website:

<http://www.nysuup.lmc.state.ny.us/development/individual.html#process>

The statewide generic application form is available at:

<http://www.nysuup.lmc.state.ny.us/forms/JLMApplication.pdf>

You should note that the application form, because it was designed to cover all of the Joint Labor-Management Programs, is awkward for the Individual Development Program.

We would like to highlight several things as you fill out the form.

1. You are applying, under B, The Professional Development Committee, for the Individual Development Awards Program.
2. Be sure to indicate your status under number 7. That is, are you an Academic (including Librarians) or a Professional and are you full-time or part-time?
3. Skip number 8 on the application. It is for another program.
4. It makes sense to not try to put a brief description of your activity in number 11. It will usually be better to offer a description as an attachment.
5. Note that while you **do** need to sign **your** application, that is the **only** signature you need. You do NOT need any other signature.
6. Your application, budget summary and any other supporting information should be sent or brought to Dick Reddy, Chair, Professional Development Committee, W 367 Thompson Hall.

The statewide generic budget summary form is available at:

<http://www.nysuup.lmc.state.ny.us/forms/JLMCbudgetsummary.pdf>

Once more, this generic form is awkward for the Individual Development Award Program and it may be desirable in some instances to supplement your budgetary plans in an addendum.

Also, under "Expenditures," "replacement salary" is **not** an option for the Individual Development Award Program (but it is for some of the other statewide award programs). Further, it is important to recognize that, according to statewide program regulations, while it is possible to receive funding for non-consumable supplies/materials/books, it is **not** possible to receive funding for equipment purchases.

Numbers 8 through 10 apply to other statewide award programs, **not** to the Individual Development Award Program.

And, again, here, note that while you **do** need to sign **your** budget summary, that is the **only** signature you need on it. You do NOT need any other signature. And, yes, as above, your application, budget summary and any other supporting information should be sent or brought to Dick Reddy, Chair, Professional Development Committee, W 367 Thompson Hall.

Also, please remember that you should not submit a vita with your required documentation (application, budget summary and other supporting information). Submitted vitas will not be circulated to the committee.

Finally, you should know that statewide guidelines permit the campus committee to "identify particular areas of interest or activities with the categories eligible for support that may be given priority." **Our**

campus committee has decided to give priority to proposals that clearly enhance the emphases embodied in Fredonia's Vision Statement.

Specifically, for teaching faculty, the Vision Statement reads: "Fredonia's faculty will continue to be dedicated teachers and also practicing scholars and performers/artists whose continuous learning animates their teaching. The College both requires and will foster their research, creativity, and other professional services as members of our learning community," while for our professional staff it reads, "Fredonia's professional staff will continue its strong contribution to student development and learning outside the class." The Vision Statement also stipulates that "[These] academic strengths will increasingly be enhanced by writing across the curriculum, a variety of interdisciplinary programs, the appropriate use of new technologies, and an emphasis on international and multicultural studies" and that "Our commitment to high standards for our students and to individual learning and development will continue to find expression in a college-wide emphasis on student-centered teaching and advising."

The application form reflects an effort to standardize the forms for all of the joint-labor management programs. Unfortunately, since there is very little space available in the proposed project/activity section (section 11), you may need to attach an additional sheet or sheets so that the Professional Development Committee does have a clear idea of what you are proposing, its "job relatedness," and, specifically how what you are proposing enhances the emphases embodied in our campus Vision Statement.

Your description for section 11 of the form is, however, expected to be brief (the committee requests that narratives be no more than 3 pages) and to be written with a general, non-specialized audience in mind.

While completing applications, all candidates must be certain that they respond to all of the "Background Information" required in the application form. Complete information is essential for considering awards and for reporting back to Albany on our campus awards activities.

It is imperative that your funding proposal includes all types of support for which you want to be reimbursed. An item not included in your proposal will not be reimbursed.

Reimbursement of actual expenditures will be handled through the Accounting Office, 401 Maytum Hall, in accordance with the State Comptroller's Rules and Regulations and limitations contained therein. Please remember: New York State sales tax cannot be reimbursed. Questions regarding rates of reimbursement should be directed to that office. Any proposal that involves travel for which the awardee wants to be reimbursed, a travel authorization must be completed and submitted to the Accounting Office prior to departure. To receive reimbursement for your project/activity, a Standard Voucher and/or Travel Voucher with accompanying original receipts must be submitted to the Accounting Office by the recipient within thirty (30) days after completing the project or activity or award notification if the funded project of activity has already been completed. Vouchers and receipts not submitted in a timely manner will result in forfeiture of entitlement to reimbursement.

If you have any questions concerning the Individual Development Awards program, please feel free to contact any of the members of the Professional Development Committee.

On behalf of the Professional Development Committee,

Dick Reddy

Professor, Department of Sociology and Anthropology (4609), W 367 Thompson Hall