

## Policy for Teaching Enhancement Funds

Funds to support teaching enhancement will be made available by the appropriate executive vice president. These funds are earmarked to improve the quality and rigor of instruction at Old Dominion University. The awards are available to all full-time faculty who are not on a terminal contract.

After evaluation and signature by the department chair and dean, the Office of the Dean should submit a copy of the faculty member's proposal to the Faculty Status and Remuneration Committee (Committee G). The committee's recommendations for awards will be based on overall evaluations of competing proposals. The committee will forward its recommendations, along with the evaluation of the chair and dean, to the appropriate executive vice president for final review, evaluation, and determination by October 1st.

The following list provides some suggestions for funding, but it should not be considered exhaustive.

1. Reimbursement of expenses for workshops on teaching effectiveness.
2. Reimbursement of expenses for workshops aimed at increasing proficiency and expertise in course and curriculum development.
3. Stipends to support faculty self-study, development of instructional materials such as videos, course packs, and workbooks, case studies, development of innovative educational approaches, or significant program curriculum revision.
4. Reimbursement of expenses for guest speakers and/or consultants with expertise in classroom instruction.

Faculty development funds cannot be used to support faculty attendance or presentation at a conference, unless the focus of the conference is on teaching enhancement.

Approved by the president  
December 13, 1991  
Reviewed; No Changes Proposed April 20, 2022

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ready for faculty senate review

We discussed the timeline for the award of these funds and the necessity to inform faculty earlier in the year if they will receive these funds. Yvette will work with Faculty Senate to make sure that the recommendations come to AA in the fall.

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Tenured? Aren't all other faculty on terminal contracts?

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Faculty on annual contracts are not on terminal contracts. I think terminal means that it is known the contract will not be extended past that year.

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I'm not sure the exact date was finalized. The idea is that committee G meets in September to make recommendations to AA by October 1.

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Author

In recent years, these do not reach Academic Affairs until late January/early February, which limits the amount of time recipients have to use the funds, which must be spent by 6/30. This means that they have to make purchases or submit 4031 forms no later than mid-April. Moving the deadline up would prompt adjustments of the current faculty submission and committee review deadlines in a way that would benefit those awarded the funds. The current review cycle is available here: <https://www.odu.edu/faculty-senate/development-funds>. Here are some highlights:

Proposal review cycle starts the week of November 4, 2024.

Proposals due in department office for evaluation and review by Chair on November 29, 2024.

Proposal with Chair's endorsement due in Dean's office for review by December 6, 2024.

Proposal due with Dean's endorsement due in the Faculty Senate Office by December 13, 2024. **[Note that this makes it unlikely that the committee will review them until mid-January, which recently led to late delivery to AA.]**

Recommendation of Faculty Status and Remuneration Committee forwarded to Provost January 17, 2025.

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Author

Subsequent to proposing the 10/1 deadline, I recommended to the new Chair of the Faculty Senate a recommended timeline (below) that would make 11/1 or "before mid-November" a reasonable deadline for Committee G to submit their recommendations and rankings to Academic Affairs. (It may be that I had in mind the deadline to get things to the Faculty Senate.)

- 9/4 Proposal Review cycle starts
- 10/2 Proposals due to department/school chair
- 10/9 Proposal with chair's endorsement due to college/school dean
- 10/16 Proposals with dean's endorsement due to Faculty Senate

- 11/13 Faculty Senate Committee G sends rankings and recommendations to Academic Affairs

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faculty need more time to spend the money. After discussion decided earlier deadline is fine.

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We may reconsider whether these should be exclusively “summer” stipends.

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Author

Stipend can be in summer or in spring. Clarified

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Author

should change to teaching enhancement