

Santa Rosa Junior College Faculty Fund for Advanced Study - Guidelines

1. Purpose

- a. The purpose of the Faculty Fund for Advanced Studies (FFAS) is to provide financial support for projects of educational and instructional merit to full-time faculty. The awards may be used for educational purposes including basic or applied research, advance study, or technical, vocational, cultural and artistic pursuits which will serve to improve the faculty member's effectiveness at Santa Rosa Junior College (SRJC). Creative endeavors not covered by existing programs are encouraged, or the funds may supplement other conventional college budgets.

2. Affiliation

- a. The FFAS is an official committee of the SRJC Academic Senate. A representative of the SRJC Foundation will facilitate distribution of grants. Should the FFAS fail to function according to its guidelines, the Academic Senate President will re-establish a faculty group that will fulfill the FFAS guidelines.
- b. The FFAS works cooperatively with the SRJC Academic Senate and will notify the Senate of its activities. Whenever possible, the Senate will assist with the clerical business of the FFAS.

3. Eligibility for Grants

- a. The number and amount of grants will vary from year to year depending upon the size of the Fund and the number of applications. The Foundation shall provide an indication of the Fund's size and projected amounts available to be awarded by the first week of February each year.

4. Level of Funding

- a. Announcements and requests for application will be issued during the Spring Semester. Application forms must be received by the announced deadline in order to be considered. Each applicant is required to provide:
 - i. A completed application form
 - ii. A general plan of the proposed project which must include the following:
 1. A summary of the project (not to exceed five pages) that includes the proposed benefits expected from the project as they apply to the individual and the instructional program of SRJC
 2. An itemized budget detailing expenses including:
 - a. Travel
 - b. Supplies
 - c. Lodging
 - d. Meals
 - e. Registration fees
 - f. Other anticipated expenses
 3. In calculating costs, please use District per diem and travel expense guidelines and current mileage reimbursement rates.
 - iii. Funds requested from FFAS may not be applied to cover salaries or to purchase permanent equipment.

5. Review and Ranking Process

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- a. Proposals will be reviewed by the FFAS committee. Once grants have officially been accepted, names of recipients, the amount of the grant, and the title of the project will be announced to the Academic Senate and forwarded to the SRJC Foundation by the FFAS committee. While there is no limit to the number of times a faculty member may apply or to the number of the awards a faculty member may receive, preference will be given to those who have not received recent support through this program.
- b. The FFAS committee will rank proposals according to the following criteria:
 - i. The application form was fully completed and turned in by the deadline
 - ii. The application includes a clear overview of the proposed project with adequate explanation of the use of funds to cover all or part of the expenses of the project.
 - iii. The project will enhance the faculty member's effectiveness and contribute to the mission of SRJC.
 - iv. When projects are given equal rank according to the above criteria, preference may be given to the faculty member who:
 1. Has not recently received an FFAS grant
 2. Has no other source of funding from SRJC toward the proposed activities
 3. Has contributed actively to FFAS if they are a past grant recipient
- c. The FFAS does not fund projects retroactively.
- d. All funding requires submission of a final report (see application for requirements).

6. Final Report

- a. Projects are typically short in duration and extend no longer than one year. Each recipient shall provide a final report of the project's results and a final budget summary with receipts, at the completion of the project. Any unused or undocumented funds shall be returned to the FFAS fund. Failure to file a final report will result in the applicant's ineligibility for future FFAS funding and the recipient is financially responsible for returning all funds.

7. Governance and Structure of the FFAS

- a. The FFAS will be governed by 8-10 full time faculty members. Committee members shall be appointed by the SRJC Academic Senate.
- b. Duties of the FFAS will be as follows:
 - i. Solicitation of funds in support of contract faculty professional development opportunities
 - ii. Work with the SRJC Foundation to oversee the stewardship of FFAS funds and their distribution
 - iii. Solicitation of applications by contract faculty in support of professional development
 - iv. Screening of applicant and selection of grant winners
 - v. Organization and hosting the annual Soupfest Grant Awards Event
 - vi. Meetings: A required in-person meeting is held early Spring to select grant recipients and plan Soupfest. Meeting date is selected by

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consensus. Other fall and spring meetings are as needed. Email is the major form of communication.

8. FFAS Officers:

- a. Chair: The FFAS chair directs, coordinates, organizes, and facilitates all activities of the FFAS committee. Areas of activity include:
 - i. Fund raising
 - ii. Solicitation of faculty applications
 - iii. Notification of awards
 - iv. General record keeping
 - v. Public relations and marketing
- b. Treasurer: Oversees financial matters including working with the Foundation
- c. Secretary: Duties include note taking, tracking and filing reports and other documents
- d. Application Coordinator:
 - i. Sends and coordinates application packets
 - ii. Shares applications with committee members
 - iii. Communicates with applicants
 - iv. Ensures final reports are received
- e. Soupfest Chair: Coordinates Soupfest Event

9. Terms of Office:

- a. The FFAS officers will serve terms for one academic year. In consultation with the Academic Senate Executive Committee, the Chair will arrange for staggered committee memberships to allow for both new and experienced faculty member participation on the committee.

10. Schedule of FFAS Committee Meetings:

- a. The FFAS Chair may call regular meetings of the Committee as needed.

11. Process:

- a. Matters before the FFAS Committee will be decided only when a quorum is present by voice consensus or majority vote. A quorum will consist of 50% +1 votes.
- b. A record of meetings, awards, final reports, and budget expenditures will be maintained
- c. Ratification of changes or additions to these guidelines will be made by the committee.
- d. Any significant changes to these guidelines will be presented to the Academic Senate for approval.