

THE FACULTY FUND for ADVANCED STUDIES
SANTA ROSA JUNIOR COLLEGE
GUIDELINES

I. PURPOSE

A. The purpose of the Faculty Fund for Advanced Studies is to provide financial support for projects of educational and instructional merit. The awards may be used for educational purposes including basic or applied research, advanced study, or technical, vocational, cultural, and artistic pursuits which will serve to improve the faculty member's effectiveness as a professional person and instructor, counselor or librarian, at Santa Rosa Junior college. Creative endeavors not covered by existing programs are encouraged, or the funds may supplement other conventional college budgets.

II. AFFILIATION

A. The Faculty Fund for Advanced Studies is an enterprise of the Santa Rosa Junior College Foundation. As such, the FFAS is subject to all conditions of the SRJC Foundation By-laws and its Board of Directors. A representative of the Foundation may participate in the FFAS at any and all stages of activity but may participate in the selection of FFAS Fellowship Awards in an advisory capacity only. Should the FFAS fail to function according to its guidelines or should the SRJC Foundation find that the FFAS council has ceased active function, a representative of the Foundation and the Academic Senate President will meet to 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 Academic Senate will assist with the clerical business of the FFAS.

III. ELIGIBILITY

A. All full-time faculty who have been members of the Santa Rosa Junior College faculty for at least two years may apply.

IV. LEVEL OF FUNDING

A. The number and amounts of awards will vary from year to year depending on the size of the Fund and the number of applications. The Foundation is requested to provide by the first week in February of each year an indication of the Fund's size and projected amounts available to be awarded.

V. APPLICATION

A. Announcements and requests for application will be made during Spring Semester. Application forms must be received by the announced deadline. Each applicant is required to provide:

1. The completed application form.
2. A general plan of the proposed project, including the following points:
 - a. A summary of the project (not exceed five pages) that includes the proposed benefits expected from the project (as they apply to the individual and the instructional program at Santa Rosa Junior College).
 - b. A separate itemized budget page, including categories such as:
 - (1) travel
 - (2) supplies
 - (3) living expenses, and
 - (4) expendable equipment.

In calculating costs, please use district per diem and travel expense guidelines. Mileage rate should be that allowed for a personal vehicle by the district.

3. Funds requested from the Faculty Fund for Advanced Studies may not be applied to cover salaries or to purchase permanent equipment.

VI. REVIEW AND RANKING PROCESS

A. Proposals will be reviewed by the Faculty Fund for Advanced Studies committee. Names of recipients, the amount of the award and the title of the project will be announced to the Academic Senate and forwarded to the Foundation by the Committee. While there is no limit to the number of times a faculty member may apply or to the number of awards a faculty member may receive, preference will be given to those individuals who have not received recent support through this fellowship program.

B. The Committee will rank proposals according to the following criteria:

1. The application form was completed by the deadline.
2. The application includes a clear general description of the proposed project with adequate explanation of the use of

fellowship funds to cover all or part of the expenses of the project.

3. The project will enhance the faculty member's effectiveness as an instructor, member of his/her professional discipline, counselor, or librarian on this campus.
4. The educational program at Santa Rosa Junior College will benefit from this project.
5. The project will contribute to the profession, discipline, area or occupation in which it is carried out. When projects are given equal rank according to the above criteria, preference may be given to the faculty member who has:
 - a. not recently had a FFAS fellowship
 - b. not recently had an Improvement of Instruction Grant
 - c. has no other source of traditional funding on campus
6. The FFAS does not fund projects retroactively.

VII. FINAL REPORT

- A. Typically, projects are to be of short duration and extend no longer than one year. Each recipient is requested to provide a final report of the project's results and a final budget summary with receipts at the completion of the project. Any unused funds will be returned to the fellowship fund. Failure to complete a final report will make an applicant ineligible for future funding.

VIII. GOVERNANCE AND STRUCTURE OF THE FFAS

- A. The Faculty Fund for Advanced Studies will be governed by full time faculty donors. Individual groups and positions within the FFAS will be as follows:
 1. General Membership.
 - a. General membership consists of all full-time faculty donors to the FFAS for the current academic year (payroll or single donations).
 2. FFAS Committee.
 - a. The FFAS Committee consists of up to nine full time faculty that meet at regular occasions during the year to handle the normal business of the FFAS.
 - b. Individuals may volunteer to serve on the FFAS Committee or be recruited by the Committee Chair. Should there be too

few volunteers (less than five) to assist the FFAS Committee in any given year, the FFAS chair will seek new recruits from among the general membership. Should there be a larger number of volunteers than can meet and function as a practical business group (larger than 9), the FFAS chair will hold an election among the general membership to select 9 representative faculty. The election will be won by simple majority.

- c. The FFAS Committee will review and make FFAS Fellowship awards in the Spring of each year.
- d. FFAS Committee members that will be applicants or perceive any other conflict of interest will remove themselves from the awards process for that year.

3. FFAS Chair

- a. The individual who directs, organizes and schedules all activities of both the General Membership and the FFAS Committee.

(1) Specific areas of activity will include:

- Fund Raising
- Solicitation of Faculty Applications
- Formation of Grant Review Committee
- Notification of Awards
- Solicitation of Late Final Reports
- All General Record Keeping
- Public Relations

- b. It is preferable that an individual have prior experience on the FFAS Committee before seeking election to the position of FFAS Chair. Ideally, an FFAS Chair will remain on the committee for at least one year subsequent to their term as chair.

IX. TERMS OF OFFICE:

- A. The FFAS Chair and Committee will serve terms of two academic years. The Chair will arrange for staggered committee memberships to allow for both new and experienced participation on the committee.
- B. At the end of each academic year, a written request or invitation for participation on the committee will be sent to all members or published through common campus media such as Off Shoots or Instructional Notes.

- C. Previous participants in the FFAS Committee are invited to re-apply as they wish. An ideal FFAS Committee will consist of both experienced and new participants each year.

X. SCHEDULE OF FFAS COMMITTEE MEETINGS

- A. The FFAS Chair will call regular meetings of the FFAS Committee and special meetings of the general membership as needed. The committee will meet no fewer than two times each semester to review the regular business of:

- Fund Raising
- Donor Recognition
- Schedule of awards
- Amount of Awards to be given in any academic year
- Appeals and/or justifications of awards
- Any new business initiated by the FFAS Chair

XI. PROCESS

- A. Matters before the FFAS Committee will be decided by voice consensus or majority vote. A quorum will consist of five individuals.
- B. A record of meetings, awards, final reports, and bud get expenditures will be kept.
- C. Ratification of changes or additions to these guidelines will be made the majority of general members who return ballots on such occasions. Final ratification will be made by the SRJC Foundation.
- D. A meeting of the general membership shall be held annually.