

Santa Rosa Junior College Faculty Fund for Advanced Study – Guidelines

Rev. 2-6-2018 NAP

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 report regularly to the Senate each Spring Semester. Whenever possible, the Senate will assist with the clerical business of the FFAS.

3. Level of Funding

- 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. Eligibility for Grants

- a. Applicants must be full-time faculty members in the second or further year of employment at SRJC
- b. Applicants must appear in person at the Soupfest to receive their grant. Soupfest date will be included on application.

5. FFAS Grant Application Process

- 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

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- 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.
- 6. Review and Ranking Process
 - 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. Not previously received an FFAS grant
 - 2. Has not recently received an FFAS grant
 - 3. Has no other source of funding from SRJC toward the proposed activities
 - 4. Not previously had a Sabbatical Leave
 - 5. Has actively contributed to the professional development of faculty at SRJC
 - c. The FFAS does not fund projects retroactively.
- 7. Final Report
 - a. Projects are typically short in duration and must be completed within one year of the date grant funds were received. 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 funds shall be returned to the FFAS Foundation fund. Failure to complete a final report will make an applicant ineligible for future funding.
- 8. Governance and Structure of the FFAS
 - a. The FFAS will be governed by 8-10 full time faculty donors. Committee members shall be appointed by the SRJC Academic Senate for terms of 2 years.
 - b. Duties of the FFAS will be as follows:
 - i. Solicitation of funds in support of contract faculty professional development opportunities

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- 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 applicants and selection of grant winners
- v. Organization and hosting the annual Soupfest Grant Awards Event
- vi. Meetings: Meetings will be held upon mutual agreement of committee members on either a first or third Monday or Thursday from 3:00-5:00 p.m. Typically 1 meeting is held in the Fall Semester, and 2-3 meetings are held in the Spring Semester. Some committee business is conducted via e-mail.

9. FFAS Officers:

- a. FFAS Chair: The FFAS chair directs, organizes, and schedules 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 serving as liaison to the SRJC 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

10. Terms of Office:

- a. The FFAS Chair and committee members will serve terms of two academic years. 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.

11. Process:

- a. Matters before the FFAS Committee will be decided 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, reviewed by the Academic Senate, and ratified by the SRJC Foundation.