Attached are the guidelines for Proposals for the May Plan for Faculty Development.

This program was designed to provide a forum for those who wish to use a week in May to further faculty conversations within departments, programs, or among other groups of faculty and staff with common instructional or scholarly interests.

Faculty wishing to propose a May Plan for Faculty Development should consider the week of May 14-18, 2007 (in between the submission of final grades and Commencement). The deadline is April 9, 2007 for submitting proposals for funding in May 2007.

So as to streamline the process for those wishing to apply for institutional support and/or to bring a speaker to campus, the cover sheet and guidelines are similar to those used for other faculty development applications (see attached).

If you have any questions, please contact me at ext. 7-3293 or tcassidy@bucknell.edu.
PROPOSALS FOR MAY PLANS FOR FACULTY DEVELOPMENT

Objective:

The main purpose of the May Plan is to provide opportunities outside the term of the regular semester for groups of faculty to work together voluntarily toward common instructional and scholarly goals, thereby enhancing the professional competence of the Faculty and strengthening the instructional program of the University. The period devoted to faculty development activities during May is intended to provide space for conversations among colleagues about new directions in teaching and scholarship and to help us build on the new curricula and other educational innovations.

Plan of Activities:

A week in May is to be set aside for faculty development activities as the calendar allows Faculty may propose May Plans of the following kind:

1. **Departmental or Program Activities.** Departments or academic programs can engage in departmental-level activities, such as long-range planning, curricular revision, or workshops on computer-aided instruction. Issues such as the major, capstones, new works or directions in their field, or disciplinary-specific research methodologies could be the focus. *It is recommended that mornings be used for such programs.*

2. **Faculty Development Workshops/Seminars.** Faculty across departments or programs can engage in other activities, such as those sponsored by the Writing Center or FACT, faculty and staff study groups, or workshops on new research methodologies or pedagogical techniques that are applicable across disciplines. *It is recommended that afternoons be used for such programs.*

Institutional Support and Funding:

Some groups may wish to bring in outside speakers or consultants, or wish to take advantage of computers, interactive video or other new technologies where appropriate. Funds to cover such costs, as well as the costs for some meals, informal socializing, and program materials are limited and provided on a first-come, first-served basis. **Please note that these funds cannot be used to purchase alcoholic beverages. Also, Bucknell Dining Services must be used for meals and refreshments.** In the event that the funding requests received exceed the funding available, the Associate Dean may consult with the Faculty Development Committee to rank proposals. Funding will be awarded according to the following priorities:

1. **High.** Departmental or program activities which focus on long-range department or programmatic needs such as the development of the CLA, curricular revision, and new disciplinary theory/methods.

2. **Moderate.** Group activities which promote faculty development, per se, such as scholarly reading groups, but which are not linked to the development of the CLA or the
development of departmental or other academic programs. Departmental or other group activities which have previously been supported in work on the same project.

Application Guidelines:

Each application must include the components described below.

1. A completed copy of the attached cover sheet.

2. A proposal (not to exceed 3 pages double-spaced -- approximately 750 words) containing the following information:

   a. Description/Rationale: Describe the plan, its members and goals within the framework and priorities of the May Plan for Faculty Development and provide a rationale for the project.

   b. Work plan: Outline a work plan or procedure for the group's activities for the period with particular attention to the role of outside speakers or the integration of new technologies, if any.

   c. Background: Include a statement of the value of the proposed plan to the group's professional development, placing proposed group activities within the context of the group's past and future development, where appropriate.

   d. Estimated Budget: Include a clear estimated budget for any expenses for which you are seeking additional financial support (beyond the resources of the group or the department).

Application deadline:

Applications are due no later than Monday, April 9, 2007 to Thomas Cassidy, Associate Dean of Faculty, College of Arts and Sciences, 113 Marts Hall.
MAY PLAN FOR FACULTY DEVELOPMENT

COVER SHEET

Department ________________________________________________ Contact __________________________
Or group ________________________________________ Person ______________________________________

Telephone ____________________________________________

Give title or a short description of your department or group project:

Please list any previous May (or January) applications from this group or department. Indicate year of application and whether the proposal was funded.

Please list all participants (faculty, students and staff) to be included in this program.

Are you requesting funding? If so, how much and for what specific purposes? (list here or attach a concise budget page and justification of expenses)

___________________________________________ Date of this application ______________________________________

(your signature)

On or before Monday, April 9, 2007, please submit this cover sheet with three copies of your proposal to Thomas Cassidy, Associate Dean of Faculty, College of Arts and Sciences, 113 Marts Hall.