

Lottery Professional Development Program

Call for Proposals

Deadline: Monday, November 13, 2006

Program:

The university has set aside \$500,000 in discretionary lottery funds, for distribution at the college or unit level, to support professional development. Categories for which funds may be used include participating in training/education programs, conferences, hiring student assistants, travel, software, equipment, and supplies.

Eligibility:

All employees funded through the General Fund are invited to submit a proposal. This includes full and part-time faculty, librarians, counselors, and staff. Students are also invited to apply for funds to support participation in the events that impact their professional development (e.g., conferences, workshops). Applicants may submit only one proposal.

Deadline:

Proposals must be received in the college office no later than 5:00 PM, Monday, November 13, 2006. Late or incomplete proposals will not be accepted. College decisions will be forwarded to all applicants and the Academic Senate by December 18, 2006.

Budget:

Proposals may call for expenditures of up to \$2,500.

Criteria:

Professional development will be construed in the broadest possible context to provide a variety of opportunities to applicants that result in the enhancement of instruction. The College Committee will consider the following criteria when evaluating proposals and awarding funds:

- Level of enhancement of students' educational experiences.
- Development of applicant's skills/knowledge.
- Directness of connection to instruction.
- In the case of equipment: Appropriateness of equipment to proposed instructional application and frequency of use.

Proposal Format:

Proposals must be typed and limited to the space provided on the Lottery Professional Development Grant Application provided on the reverse side of this page (do not attach supplemental materials) and include the following information:

- Description of how and when funds will be used.
- In the case of equipment, description and cost.
- Intended instructional application
- Benefits to program/students/faculty
- Signature of Department Chair (for informational purposes; the Chair will not be involved in the evaluation process).

Expenditures:

Funds should normally be spent by August 31, 2007. Recipients who do not use the entire amount should notify their Dean or unit head as soon as possible so that appropriate action can be taken.

Questions:

Please refer your questions to the Senate Chair at 4-2442 or send question via email to judithlh@email.sjsu.edu.