

October 2, 2006

To: College Deans
Library Dean
AVP for Academic Administration and Personnel
AVP for Institutional Planning and Research
VP Student Affairs
AVP Academic Technology
AVP Enrollment and Academic Services

From: Resource Planning Board

Re: Professional Development Grants for 2006/2007

The University has discretionary lottery funds to support professional development (\$500,000). This notice is meant to initiate the process and review of applications. Enclosed are the Professional Development Program description, the Professional Development Grant Application Form, and the Summary Report Form. An email will be sent to you by Senate Chair Lessow-Hurley to indicate the amount of your college's or unit's allocation.

The following guidelines apply:

1. Each college/unit should set up an elected committee or use an existing elected committee to run the Lottery Trust Professional Development Program. The composition of the college committee must contain a majority of faculty and it is recommended that it include a staff and a student representative.
2. Only the college/unit committee reviews proposals for approval.
3. Committee members are not eligible to submit proposals because of possible conflicts of interest.
4. Every reasonable attempt should be made to notify all faculty, staff and students and they should be strongly encouraged to submit proposals. **The proposals should support the instructional mission of the University.**
5. Colleges/units must submit the attached summary report form as well as a copy of all applications submitted to the Office of the Academic Senate by December 18, 2006.
6. Each college/unit is responsible for monitoring expenditures to ensure funds are spent consistent with the language of the specific awards.
7. Each college/unit should post a list of those individuals who were awarded Professional Development Grants indicating the amount awarded.
8. Individuals who have questions about the criteria used to award funds should consult the appropriate College Committee, Dean, or AVP.

For further information, please contact the Senate Chair, ADM 176, extended zip 0024, judithlh@email.sjsu.edu, ext. 42442.