

Faculty Development Funds (2020-21)

Faculty development needs fall generally into three categories: 1) the generation of research; 2) the dissemination of research; and 3) professional development necessary to advance the expertise of the faculty member.

Cal Maritime faculty members seeking internal money for research shall apply for Research, Scholarship, and Creative Activity (RSCA) funds. The sources for this fund are the Chancellor's Office and Cal Maritime. Faculty are also encouraged to seek outside funding.

Faculty members seeking money to present their research at conferences shall apply first for Department Faculty Development Funds and then for Academy-Wide Faculty Development Funds.

Faculty members seeking money for professional development shall apply through the Faculty Professional Development Fund.

RSCA and Academy-Wide applications will be reviewed by the Academic Senate's Faculty Development Committee (FDC), and the FDC will then send their recommendations to the Provost for approval as per Senate Policy 500. Applications for Professional Development will be reviewed by the Coordinator for Faculty Development and the Library Dean, who will then send their recommendations to the Provost for approval.

Please note that there are some additional opportunities (Class of 1965 Memorial Endowment, The President's Mission Achievement Grant, the Faculty Maritime Fund Grant) offered by different divisions with different criteria and application processes, described below.

Department Faculty Development Funds

During the fall semester, academic departments receive an allocation of faculty development funds based on the number of full-time faculty in the department. Use of department faculty development funds may occur for the entire academic year, but requests and approvals must be completed by the end of the fall semester. Unallocated department faculty development funds will be returned to the Academy-Wide Faculty Development Fund at the beginning of the spring semester.

Procedure: Faculty member submits an Application for Departmental Faculty Development Funds to the department chair to access department faculty development funds. Requests shall be approved following procedures determined by each department. Each department's allocation of faculty development funds must be reported to the Library Dean using the Application for Department Faculty Development Funds.

Procedure:

1. Faculty member submits an “Application for Department Development Funds” to their Chair for approval. Chair forwards to the Academic Support Coordinator, who will forward to the Library Dean to authorize Award Letter.
2. The Academic Support Coordinator will assist faculty in accessing Academy-Wide Faculty Development Funds.

Academy-Wide Faculty Development Funds

Academy-Wide Faculty Development Funds are intended to support faculty in the dissemination of research that might not otherwise be able to be funded via departmental funds.

Procedure:

3. Faculty member submits an “Application for Academy-Wide Faculty Development Funds” to the Academic Support Coordinator, who will forward to the Library Dean.
4. The Faculty Development Committee reviews the application and makes their recommendations to the Provost. The Provost makes the final decisions on Academy-Wide Faculty Development Fund awards.
5. The Academic Support Coordinator will assist faculty in accessing Academy-Wide Faculty Development Funds.

Research, Scholarly and Creative Activity Award Program (RSCA Funds)

These funds, provided by the Office of the Chancellor and Cal Maritime, are distributed to each CSU campus based on FTEF and are to be used for research, scholarship and creative activity in support of the undergraduate and graduate instructional mission of the CSU.

Criteria: Faculty may apply for RSCA Awards of up to \$5,000 to fund mini-grants to support research, scholarly, or creative activities. Funds could be used to pay for student assistants, administrative assistance, equipment, software, reference material, conference fees, or related expenses.

Procedures:

1. Faculty member submits an online application for RSCA funds by October 30, 2020. Link to online application may be found on the Faculty Development website.
2. The Faculty Development Committee reviews the applications and makes a recommendation to the Provost. The Provost, in consultation with the President, makes final decisions on RSCA Fund applications.
3. The Academic Support Coordinator will assist faculty in accessing awarded RSCA funds.

4. At the completion of the project or at the end of the academic year, whichever comes first, the faculty will submit a brief, written report to the Library Dean. The report must detail:
 - a. A description of the project.
 - b. An accounting of how research funds were used.
 - c. A description of the impact of the project.
 - d. A description of the amount and nature of undergraduate student involvement
5. The Academic Support Coordinator will maintain appropriate records regarding the use of the RSCA Fund and report to the Office of the Chancellor as required.

The Class of 1965 Memorial Endowment

Funds are available for faculty who have an activity that aligns with the endowment purpose: "To motivate, recognize, and promote professionalism and safety in the maritime industry. The fund will allow qualifying cadets and faculty to attend industry conferences and seminars to improve their professional skills and understanding of the industry."

Procedure:

1. Faculty member submits an "Application for Faculty Development Funds" to the Academic Support Coordinator, who will forward to the Library Dean. Applications are accepted any time during the academic year.
2. The Faculty Development Committee reviews the application and makes their recommendation to the Provost. The Provost, after consulting with the Library Dean, makes the final decisions on Class of 1965 Memorial Fund awards.
3. The Academic Support Coordinator will assist faculty to access the awarded funds.

Faculty Maritime Fund Grant

These funds, provided by the Cal Maritime Foundation and open to faculty, students and staff, provide up to \$500 to be used to meet a variety of academic needs such as the purchase of specialized equipment and computer programs, project funding, conferences, stipends to hire assistants, etc. Applications may be submitted at any time to Robert Arp, Vice President for University Advancement.

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