

The San Francisco Division of the Academic Senate

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Faculty Learning and Development SOD, SOM, and SON School Faculty Councils (SOP excluded)

Due Date: All proposals must be submitted by March 15, 2016

SOD, SOM, and SON Faculty Councils *

Award Maximums: \$2000 to \$5000; Please check award amount and guidelines within your respective School description below as they differ.

Total Amount in Fund: \$75,000 (\$25,000 to each school)

Each School is also provided matching funds for its faculty – bringing the total for each School to \$47,500.

Description:

The funds are intended to give all faculty members an opportunity to participate in a broad range of development activities. These include, but are not limited to, formal training courses to improve teaching or to develop new professional skills; leadership development programs; academic and training courses; leadership programs; and external professional development consultation. Preference will be given to applications that benefit other faculty and/or the school.

Faculty members of all series and ranks are eligible. Interested faculty must have appointments of 50% or greater.

Application Process:

Applicants should submit a PDF with their request including what the request is for, the amount requested, a brief paragraph explanation about how funding of this request will enhance that faculty member's knowledge and skills, and supporting documentation. The members of the School of Medicine Faculty Council will evaluate all proposals.

All awardees of the funds will be required to provide a summary of their experience and notes on the usefulness of the conference, course, or activity they participated in using the funds. Please [click here](#) for access to the online application.

*** Note: you can apply for either the Faculty Learning & Development Fund OR the Faculty Enrichment Fund, but cannot apply for both.**

SOD Faculty and Development Fund *

Amount: \$2000 to \$5000

Total Amount in Fund: The School of Dentistry will receive \$25,000 from the Chancellors Fund and another \$22,500 from the Dean's Office, totaling \$47,500 available to faculty.

Description:

The funds are intended to give all faculty members an opportunity to participate in a broad range of development activities. These include, but are not limited to, formal training courses to improve teaching or to develop new professional skills; leadership development programs; academic and training courses; leadership programs; conferences; and external professional development consultation.

Faculty members of all series and ranks are eligible. Interested faculty must have appointments of 50% or greater. Faculty Council members are eligible to apply for grants, but must recuse themselves from the evaluation of their proposal.

Application Process:

All applications will be reviewed the SOD Faculty Council using the same criteria required for the [Dean's Development Fund](#). Applicants will be notified of the results by June 20, 2016.

All awardees of the funds will be required to provide a summary of their experience and notes on the usefulness of the conference, course, or activity they participated in using the funds. Please [click here](#) for access to the online application.

*** Note: you can apply for either the Faculty Learning & Development Fund OR the Faculty Enrichment Fund, but cannot apply for both.**

Application Guidelines

Dean's Faculty Development Fund

1. Instructions
 - a. The application is formatted for Microsoft Word (".docx" extension). Download it from the School's web site and "Save As" to your local machine.
 - b. The text boxes in the application are of fixed length. In the interest of brevity, please fit your text into the space provided (and without making the font smaller!).
 - c. When you are ready to submit your application, please save it as a PDF and submit it as an attachment in an email directly to Associate Dean Peter Sargent at peter.sargent@ucsf.edu. If you don't know how to do this, get help. Do not send a "docx" file as your application.
 - d. If you have clinical/teaching/service responsibilities that will need to be "covered" while you are away, you should confer with your Division/Dept. Chair about that coverage before submitting the application and confirm in the application that you have received approval from your chair.
2. How to make the application competitive.
 - a. The principal goal of the Dean's Faculty Development Fund is to promote faculty development through a process initiated by individual faculty members, who apply because they see a match between a particular activity (say, a workshop or a course or a symposium) and their own short/long term professional goals. The most effective applications are those where the faculty member draws a connection between the activity and their own goals. The "icing on the cake" goes to those applicants who are then able to state how support from the Dean's Faculty Development Fund will ultimately benefit the School as a result of the faculty member "bringing home" their newfound knowledge or skills and sharing them with their peers.
 - b. The Dean's office anticipates that it will receive many requests to attend annual meetings of national or regional professional societies. An application from a faculty member for support to attend such a meeting is not likely to be considered meritorious simply because s/he has attended these meetings in the past, or is giving a poster or table clinic at the meeting, or because many of his/her professional colleagues will be present at the meeting, affording a useful venue for sharing information. For an application to stand out, we are looking for that "connection" or "match" (see point #a, above). Perhaps there is a symposium at the meeting of particular interest, or perhaps a workshop, or a satellite event scheduled for the day preceding or following the meeting. What is the subject matter of this workshop/etc., and why is it of particular interest to you? How will your participation in the activity enhance your own knowledge or skills, and how might

you bring value back to the department and the School as a result of your participation?

- c. The Dean's office is interested in supporting faculty members who have been asked to give symposium-level or plenary presentations at meetings of national or regional professional societies and who have not been provided with sufficient funds by the society to meet their expenses.
- d. Faculty who have grant(s) to conduct research should not expect to receive funding from the Dean's office to attend research meetings, even if it is to present their work, since it is assumed that the same funding source that supported the work will also support the costs of attending the meeting. However, faculty are encouraged to use this mechanism to explore new areas of creative activity by, for example, attending a meeting that is outside their established area of focus.