

Faculty Evaluation and Development (FEAD) Grant GUIDELINES

Revised – June 2023

A Faculty Evaluation and Development (FEAD) grant provides monetary assistance to faculty members for the purpose of pursuing areas of professional development that address the University's priorities and/or department, college, or University strategic plans.

Priorities cover the following five areas: 1) academic excellence; 2) student success; 3) research, scholarship, creative work and innovation; 4) faculty success; and 5) diversity, global and multicultural education.

Eligibility

[RIT guidelines](#) stipulate that all tenure-track faculty, senior lecturers, principal lecturers, and lecturers with multiple year contracts may apply for FEAD grants.

To access FEAD funding, lecturers must have served at least three years in a full-time position.

Guidelines

- FEAD grants should be linked to a faculty member's Plan of Work (POW) developed in conjunction with the annual review. When the faculty member's current POW identifies a professional development activity that would strengthen his or her performance, this activity is eligible for FEAD support.
- FEAD grants may not be used to cover payments for services provided by third parties, except where the service is related to the provision of access.
- FEAD grants may not be applied to credit-bearing courses: see [policy E16.0](#) for guidance in this area.
- The professional development activities eligible for FEAD grants should address department or college educational goals, or college/university strategic plans.
- Examples of activities supported by FEAD funds include:
 - workshops or other types of training
 - assistance in course development
 - books and other supplies
 - initiating a new scholarship activity
 - becoming active in a professional association in one's discipline or in deaf education by attending a regional or national professional conference.
- FEAD grants cannot be accessed for international travel.
- Activities that are fully funded through other professional development programs will not be considered for FEAD grants.

- Faculty needing interpreting services at off-site locations need to first negotiate for interpreter support at the site and, if necessary, include these expenses in their budget. Interpreting expenses associated with approved FEAD requests are typically funded by the NTID President/Dean's office.
- The faculty member's proposal for funding must be accompanied by a statement from the department chair, or, in the case of a proposal submitted by a chairperson/administrator, the next level of supervision. A form for the chairperson's statement is attached. (If travel funds are sought, the chairperson should stipulate that the applicant's travel allotment has already been expended or committed.)
- It is expected that the faculty member and chairperson will report on the impact on the faculty member's performance resulting from the FEAD-sponsored project in the subsequent annual review and POW cycle. **Grant recipients must submit an evaluation of their FEAD-supported activity typically within one semester of the completion of the activity** and share their experiences with others so as to disseminate the knowledge gained through this opportunity. The final evaluation report should be sent to Todd Pagano (tepnts@rit.edu).

Application Procedure

Step One

Applications for FEAD funds and accompanying statement from the department chair must be submitted electronically to Todd Pagano (tepnts@rit.edu).

Step Two

FEAD proposals are first reviewed by the AVPAA's budget staff to verify that appropriate accounting protocols are being followed.

Step Three

Once the accounting review is complete, a proposal is reviewed by the FEAD faculty committee, which makes a recommendation to the AVPAA to support or not support the proposal.

Step Four

Having reviewed the proposal and the committee's recommendation, the AVPAA decides whether or not to support the proposal. If the AVPAA disagrees with the committee's recommendation, he or she will communicate this to the committee. In a situation where the AVPAA and the committee cannot reach consensus regarding an award, the president will be the final arbiter.

Step Five

Final notification of the FEAD grant will come from the office of the AVPAA in the form of an e-mail with copy to the department chair and department budget staff assistant, who is responsible for monitoring the FEAD grant expenses.

Reimbursement Procedure

Reimbursement occurs when the department budgetary staff assistant completes a journal entry and sends all documentation and copies of receipts with a screenshot of the journal entry to Tammy Palmieri, Financial Coordinator in NTID Office of the President at tlnop@rit.edu. Tammy will forward all information to the RIT Accounting Office with approval to post the journal entry.

Timeline

FEAD proposals will be considered as they are submitted, preferably at the beginning of the academic year. It is strongly recommended that faculty submit proposals at least **one semester in advance** of the proposed activity to allow sufficient time for the review process to take place.

FEAD Committee Review Timeline

Date of Activity	Submission Deadline	Committee Decision	Dean's Decision
Spring Semester	Before the end of the 7 th week of Fall semester	End of the 9th week of the Fall semester	End of the 11th week of Fall semester
Summer	Before the end of the 3rd week of Spring semester	End of the 7th week of the Spring semester	End of the 9th week of Spring semester
Fall Semester	Before the end of the 7th week of Spring semester	End of the 9th week of the Spring semester	End of the 11th week of Spring semester

NOTE:

- Proposed timeline for project activities and reimbursement must be completed by **September 15** of the current fiscal year. Funds do not carry over from one fiscal year to the next. If the proposal needs to span multiple fiscal years, project activities must be clearly designated Phase I and Phase II and expenses reimbursed in the appropriate fiscal year.
- All project activities need to be documented with receipts by the applicant's department. A journal entry should be processed by the department budget staff and submitted to RIT Accounting. All documentation and copies of receipts should be sent electronically to Tammy Palmieri (tlnop@rit.edu) before FEAD funds will be reimbursed to the department.
- Project expenditures and disbursements can be submitted to Tammy Palmieri (tlnop@rit.edu) periodically during the current fiscal year for reimbursement. (Refer to [FEAD Funds Reimbursement Procedures](#).)
- FEAD awards cannot be used for salaries to reimburse or hire RIT/NTID employees or student employees, nor may previous project-related expenditures be reimbursed retroactively.