CURRICULUM DEVELOPMENT AND REVISION GRANTS

Guidelines

CURRICULUM DEVELOPMENT AND REVISION GRANTS are available to all full time faculty who are interested in developing a new course or in revising a current course. The expectation is that faculty will develop a course of significantly greater quality than what could be achieved without the grant support. The impact of the work should be University-wide, that is, it is expected that the products of all work will be disseminated freely to all internal stakeholders, including adjunct faculty, to improve the delivery of the course in as many sections as possible.

The grant provides either a release from one, three-credit course during the academic year, or payment of salaries and benefits equal to the adjunct rate of instruction of three credits for time spent over the summer.

Prior to submission, signatures from your department head and dean are required. The cost of an adjunct to replace your course needs to also be identified. Any submission that is proposing a new course will need to follow University procedures regarding this approval prior to submission. This documentation will need to be attached as an appendix.

GRANT REQUIREMENTS

Goals: The goal is to give faculty a release from three credits of instruction in order that they might dedicate significant amounts of time developing or revising a course. The final product is expected to be high quality scholarship in excess of what could have been done without the course release. All products and developments will need to be shared freely with all faculty, including adjuncts, who might also teach the course. Items that are proprietary or that need to be protected under relevant intellectual property requirements need to be documented in the proposal for review by the Committee. It should be understood that courses with a high percentage of non-shareable information or documents will not be competitive.

Internal Impact: A meaningful dissemination plan should be in place that describes how this information will be given to internal stakeholders. A description of institutional impact should be discussed.

Award Amounts:

- A course release (up to three credits) during an academic semester, or;
- Salary and benefits equal to adjunct pay of three credit hours during the summer for 10 month faculty.
REQUIREMENTS FOR SUBMISSION (submit to Daniel Marangoni at dmarangoni@rsu.edu):

1. A project description of no more than two single spaced pages that details:
   - The course to be developed or revised
   - The need for the new course or course revision
   - The contribution that can be made to this work with a course release as compared to the work that can be done without a course release
   - A dissemination plan that explains anticipated impact
   - A justification for any information that cannot be shared

2. Fill out the form below

3. Attach all relevant documentation that shows approval to offer a new course if applicable.
Applicant Name: ________________________________________________________________

Course:  ___________________________________________________________________________

SEMESTER FOR RELEASE (OR PUT SUMMER PAY):
____________________________________________________

COST OF ADJUNCT TO COVER COURSE: $ _____________________

APPLICANT
Signature: ____________________________________________ Date:______________
Name (Please type):
Department:
Work Phone:
E-mail:

DEPARTMENT HEAD
Signature: ____________________________________________ Date:______________
Name (Please type):
Department:
Work Phone:
E-mail:

Certification
Pending the recommendation of the Scholarly Activities Committee and the approval of the Vice President for Academic Affairs, I certify that the Applicant has my support for a course release or summer pay during the project period.

AUTHORIZING OFFICIAL: DEAN
Signature: ____________________________________________ Date:______________
Name (Please type):
Department:
Work Phone:
E-mail: