University of Colorado **Denver**

Office of the Provost and Executive Vice Chancellor for Academic and Student Affairs

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From: Karen Marrongelle, Provost and Exec. Vice Chancellor for Academic & Student Affairs and Faye Caronan, Interim Associate Vice Chancellor for Faculty Affairs and Professional Development

To: Wendy Bolyard, Faculty Assembly Chair
Jeffrey Golub, President, UCDALI
Deans and Auraria Library Director

CC: Kenneth T. Christensen, Chancellor

Re: IRC Faculty Professional Development Funds ($20,000) for AY 26-27

The CFDA's IRC Professional Development Funds, supported by the Office of the Provost, are open to all IRC (Instructional, Research and Clinical) faculty, including all Lecturers, Instructors, and Clinical Teaching Track Professors of any rank. IRC faculty are integral to the CU Denver community and mission. By supporting the professional development of IRC faculty, we help ensure CU Denver students receive an outstanding quality of education while moving closer to achieving the ambitious goals set out in the 2030 Strategic Plan.

The total amount of available funding for AY 26-27 is $20,000 allocated to IRC Professional Development support in the Provost's IRC Roadmap. These funds expand on previous IRC PD funds managed by UCDALI. This marks the third year in which IRC Professional Development Funds will be managed via CFDA, with UCDALI's backing.

The processes detailed here serve as a foundation for future refinement, aiming to enhance the effectiveness of professional development support for IRC faculty.

1. Eligibility and Supported Activities

   Funding may support:
   - Travel/Conference/Professional Training Courses
   - Instructional Improvement Activities
   - Institutional Improvement Activities
   - Student Improvement Activities
   - Examples of Activities that can be funded by Professional Development Grants

Instructional Improvement Activities include:

- Attend professional conferences/workshops
- Take a short-term class
- Develop new instructional skills
- Improve course delivery
- Make significant modification of a course to address the learning needs of diverse populations
- Explore alternative instruction methods
- Visit sites related to your program and/or areas of responsibility
- Participate in wellness activities that assist you with your physical and/or mental ability to better perform your job (e.g. stress reduction, self-defense, nutrition, exercise programs, weight reduction).
- Instruction on how to incorporate more technology into your lessons.

Institutional Improvement Activities include:

- Attend workshops on how to mentor students, staff or faculty
- Attend workshops or activities that are designed to improve or enhance your skills or knowledge in your discipline
- Participate in disaster preparedness courses (first aid, district procedure, review of facilities needs, etc.)

Student Improvement Activities Include:

- Attend training in classroom research techniques
- Participate in student orientation programming or classes
- Participate in institutional research focused on meeting the needs of students

Please note that this list is not all-inclusive. If you have any questions regarding if your funding will be supported, please email us at CFDA@ucdenver.edu

2. Application Process and Schedule

Instructions for Completing the Travel and Professional Development Fund Request

Please complete and submit your application at least one month before travel. If the event has already passed, your application is approved, and you are looking for travel reimbursement, we will need a signed document from your Chair stating the approval of the reimbursement after the fact. Once the proposal is approved, you will need to submit the documentation via email to the CFDA at CFDA@ucdenver.edu.

Application Instructions

I. Funding Source

a. If you are requesting funding, please indicate where the matching funds will be coming from. Please provide departmental approval match, or your application will be considered incomplete.

II. Selecting Appropriate Request
   a. In the application, provide a title for your activity and select the type of activity.
   b. For example, choose "Travel/Conference" if you are attending a conference that includes/does not include travel; select "Event/Training" if you are attending a non-conference event, or proposing an event such as a campus-wide professional development activity; "Project" if you are requesting compensation for a departmental/campus wide project; "Other" for any other request.
   c. You will need to submit a short, supplemental statement that explains why you chose "Other".

III. For Travel/Conference Expenses Only
   a. Please submit the following information in your proposed budget:
      i. Flight costs
      ii. Hotel costs
      iii. Round trip mileage if applicable. You must submit a mileage map showing the distance from the airport to your destination.
      iv. Any meals that are not provided at the conference. If you are unsure, please email us at CFDA@ucdenver.edu for more clarity.
      v. Department match confirmation

IV. Approval signatures
   a. Please obtain the departmental approval signature forms before submitting your application. Your application will be considered incomplete without the submission of these forms and may or may not be considered in the review process.

V. Written Sections
   a. Section 1: Overview
      i. Describe the nature of your proposal and provide all the information needed for the committee to understand your activity.
   b. Section 2: Goals
      i. Please refer to our strategic goals to complete this section, linking your proposal to how it meets CU Denver's strategic goals.
   c. Section 3: Outcomes and Deliverables
      i. Please indicate in this section of what the general results of engaging in your proposed activity will be. This might include dissemination of information, increased motivation, developing new skillset, engaging in topics of interest etc. Please indicate the deliverables by stating how your proposal will produce results. This can include new materials, updates to curriculum, evaluations, or other data.

There is one application cycle for CFDA IRC PD Funds:

APPLICATION DEADLINE	NOTIFICATION	DISTRIBUTION OF FUNDS
February 2, 2027	February 23, 2027	March 9, 2027

3. Selection Process and Criteria

For each application cycle, the CFDA will convene a committee of at least 4 reviewers. (This number can be increased to five if an unexpectedly high number of applications would create an undue administrative burden on the initial committee members.) In 2027, committee members will consist of previous funding recipients with membership distributed among Lecturers, Instructors and Clinical Teaching Track Professors. Someone at the CFDA will coordinate the review committee, although no one from the CFDA will have an evaluative role in determining grant funding. Any conflict of interests should be identified by the committee, and interim reports would need to follow the first review cycle.

Applications will be reviewed and assessed based on the following criteria:

- Significance of professional development activity (what kind of impact is it likely to have on the applicant and their professional growth?)
- Anticipated impact (on the CU Denver and/or larger Denver community, on applicant's field, etc.)
- Alignment with official job responsibilities OR benefit to IRC faculty
- Alignment with CU Denver mission, values and/or 2030 Strategic Plan
- Whether the IRC faculty has access to PD funds in their units.
- IRC Application Rubric

4. Outcomes and Reporting

Recipients must submit a report (max 300 words) to the CFDA within one month of the conclusion of their funded project describing the use of funds, the outcomes achieved, and a final itemized budget.

Following each application cycle, the selection committee will compile a summary report listing funded recipients, projects and associated selection criteria scores, along with any potential challenges or concerns encountered during the selection process. This report should be submitted to the CFDA within two weeks of the committee's final meeting. The CFDA will acknowledge receipt of the committee's report and respond in writing to any noted issues or concerns. By the end of the academic year, the CFDA will compile the selection committee reports and responses along with a synthesis of recipient-reported outcomes to date and will submit a final report on administration and impact to the provost.

The provost will determine future fund allocations based on impact of the funds and the university's budgetary circumstances.

See the IRC Faculty Professional Development Grant Application Review Criteria for more

information.