

CAL Administrative Professional Development Grants AY 2019-2020

Cultivating a pathway to Intellectual leadership (CPIL) often includes some form of administrative service, particularly at the Associate or Full Professor level. Following the CPIL model (see attached), accepting a leadership position mid-career enables the faculty member to broaden and deepen their expertise through stewardship by expanding opportunities, sharing knowledge, and mentoring others. Such leadership is custodial in placing people first and whose work together will create opportunities to ensure the future success of the unit and its partners.

High quality leadership requires the acquisition of new knowledge and the building of new networks locally, regionally, and nationally. To this end, the College of Arts & Letters encourages all faculty to take advantage of workshops and other training opportunities made available to interested faculty or (aspiring) administrators by the Academic Advancement Network. In addition, new and newish leaders are encouraged to get out and connect with other leaders in their area. As department travel money is often targeted at research and creativity productivity, these grants provide help in funding leadership development.

There are two types of awards In AY 2019-20: 5 grants of up to \$1,000 each are available in each category.

Grant 1 Eligibility:

The applicant must be in the first two years of a position as Associate Department Chair, Director of Undergraduate or Graduate Studies, Program Coordinator/Director within a Department or Center and not the unit head. Applicants may be tenure-system, fixed-term faculty, or academic specialists.

Grant 2 Eligibility:

The applicant must be in the first two years of a new department chair or College-level program/center director position as unit head. Applicants may be tenure-system, fixed-term faculty, or academic specialists.

The deadline for the first round is September 1, 2019 and the second February 1, 2020, if funds are still available. Applications must include the following.

- 1) An official description of the regional or national meeting, workshop, and/or conference that must include an experience tailored to the type of administrative position or similar that the applicant occupies. For instance, a pre-conference workshop could be included in conference attendance.
- 2) A 1-page narrative that includes when and where the workshop/conference will take place (if the venue occurs reliably on an annual basis, then estimated time if not yet announced an example from previous year); a rationale for why attendance at the particular venue will be helpful at this time; a rationale for what outcomes or impact the applicant believes attendance will have.
- 3) An itemized budget that includes the amount that the unit or other sponsor (including own travel account) will contribute. The sponsoring unit or administrator's own travel budget should fund half of the costs.
- 4) Grant 1 needs a statement of endorsement from the Department Chair and commitment of funds to offset the College's contribution.

Some examples of the kinds of workshops that will be funded include:

- 1) New Department Chair training (at ADFL/ADE, AAC&U, Chronicle of Higher Education)
- 2) Big Ten Academic Alliance Chairs meetings (may include other grant 1 eligible faculty)
- 3) Other relevant administrative workshops or conferences offered by the AAC&U, ACE, ADFL/ADE/MLA, or other professional organizations.

If you do not see your opportunity listed here and are uncertain as to whether it would be appropriate or have other questions, please contact the Associate Dean of Personnel and Administration Sonja Fritzsche (fritzsc9@msu.edu). **Please submit applications to Leann Dalimonte (dalimon8@msu.edu) and copy Sonja Fritzsche.**