

**Karen Hille Phillips
Regency Advancement Awards
2018 - 2019**

Deadline: Applications are due to the Office of the Provost on **March 5, 2018**.

Note: Faculty should submit their applications to their dean by **February 20, 2018**. This will allow time for deans to review applications before submitting them to the Office of the Provost

A. Purpose: These annual awards are intended to enhance opportunities for the professional development of the university's faculty.

B. Eligibility: All members of the faculty, as defined by the Faculty Constitution (Article I, 1), shall be eligible.

C. Amount of Awards: The maximum amount of each award is \$4,000, in any fiscal year.

D. Procedure:

1. Application for an award shall be initiated by faculty members in close consultation with their chair or dean. **Completed applications are to be delivered to the office of the dean of the division or school.** An application consists of a title, a 250-word abstract, a one-page description of the project, a proposed budget, a time-line, and a current curriculum vitae.

2. Each dean is asked to rank the applications within the division or school. Each dean may receive counsel from his or her faculty members on the merits of each proposal.

3. The Provost shall review all applications and determine the awards. The Provost may receive counsel from the deans and faculty.

4. The members of the Academic Affairs Committee of the Board of Regents will be appraised of the awards at its meeting that follows the announcement of the awards.

5. Award recipients shall provide to their deans and the Provost a full report upon conclusion of their projects. The report shall include an itemization of expenditures.

6. Unexpended funds from each award shall revert to the university.

E. Project Budget Guidelines for Karen Hille Phillips Regency Advancement Awards:

1. Individual project or activity costs may not exceed \$4,000.

2. If an award is requested for a portion of a larger project, cost items for that portion must be specifically identified.
3. Equipment, books, or other non-consumable materials are purchased only as university acquisitions and issued to the grantee on loan for the specified duration of the project, after which they revert to the university for appropriate disposition. Such purchases shall be made only through the appropriate university office, e.g., library, the bookstore, CATS, purchasing.
4. Summer stipends for the grantee may be included in project costs if the project is to occur during June, July or August, but not in excess of \$750 per month, or \$2,250 total. Arrangements for payment are to be made through the Office of the Provost. It is expected that a faculty member who receives a stipend will not teach during the summer session or that arrangements will be made in advance with the Office of the Provost.
5. Stipends for student research assistants may be included. Arrangements for payment are to be made through the Office of the Provost. Please note that only individuals who are students at PLU may be paid as research assistants.
6. Expenses for family members (travel, lodging, meals) may not be included in project costs.

F. General Criteria for Evaluating Applications for Karen Hille Phillips Regency Advancement Awards:

1. The project is clearly and specifically defined.
2. The nature of the project and the likelihood of its completion bear a justifiable relation to the time period within which it is to be carried out.
3. The project advances the applicant's professional growth, the "cutting edge" of the applicant's discipline, and/or the enhancement of the applicant's departmental curriculum or quality of classroom instruction.
4. Priority consideration shall be given to qualified projects for which external funding is unlikely. Faculty members are, however, encouraged to articulate how they have or will leverage funding.
5. All else being equal,
 - Only the intrinsic merit of a project or activity, not its total costs, shall be the primary and decisive criterion.
 - Proposals from tenure track and tenured faculty are favored over those of visiting faculty
 - Proposals from untenured faculty are favored over those of tenured faculty

· Proposals from faculty who have not recently received a Regency Award are favored over those who have received an award recently.

6. Projects related to sabbatical leave proposals shall not be excluded from consideration on that account, but shall have secondary priority in competition--all else being equal. Faculty who will be on sabbatical are not eligible to receive a stipend for the summer prior to year during which they will be on sabbatical leave.

7. More specific criteria may be developed and applied by the dean or faculty of a given school or division.