

PROFESSIONAL DEVELOPMENT NETWORKS AT THE CLAREMONT COLLEGES 2019-2020 PROGRAM INFORMATION

Professional development challenges exist for faculty across ranks, disciplines, and institutions. With the objective of supporting the professional development of Claremont College faculty regardless of career stage and contract status, we seek to award a limited number of small grants (up to \$3,000) to support the creation of inter-institution Professional Development Networks (PDN).

Each PDN will consist of 4 to 8 faculty members from various Claremont Colleges who will work together over the course of one year to address a specific professional development challenge. We are particularly interested in funding PDNs that address the following priority areas: Faculty of Color, Mid-Career Challenges, and Work-Life Balance. However, a PDN can focus on any identified challenge.

Appropriate projects could include, but are not limited to, creating a networking group for scholarship or teaching enhancement; attending workshops relevant to a particular group's professional development project; bringing guest speakers or consultants, such as a writing coach, to campus.

To apply for a PDN grant, please answer the questions below, and submit to pdn@sakai.claremont.edu no later than **February 28, 2019**. Proposals must involve faculty from at least two of the Claremont Colleges. Faculty at all ranks, regardless of contract status, are eligible to apply. Applicants will receive word of a decision no later than **March 15, 2019**.

For more information, please feel free to contact any one of the Associate Deans or Associate Provost: (Nicole Weekes, PO; Jennifer Armstrong, SC; Talithia Williams, HMC; Lee Skinner, CMC, Kathy Yep, PZ; Allen Omoto, CGU; Gail Orum, KGI)

**PROFESSIONAL DEVELOPMENT NETWORKS AT THE CLAREMONT COLLEGES
2019-2020 GRANT APPLICATION**

- 1) **Participant Information:** Name, rank, department, institution, and contact information for each project member.
- 2) **Professional Development Challenge:** Briefly identify the professional development challenge your group wishes to address (50-100 words).
- 3) **Project Description:** Describe the specific planned activities your group will engage in, who is taking the lead on each planned activity, and how the activities address the professional development challenge identified above. (100-150 words)
- 4) **Project Objectives and Metrics:** The description should also include clearly stated project objectives and the metrics that will be used to evaluate the impact of the proposed PDN. That is, the project description should include information on how project effectiveness will be evaluated and reported to the Associate Deans (see final assessment below). (100-150 words)
- 5) **Timeline:** PDN members will work collaboratively over the course of one academic year to make demonstrable progress toward addressing its stated challenge. Please indicate when your group's planned activities will take place.
- 6) **Budget:** A budget with itemized breakdown and description of expected expenses, e.g., speakers, receptions, travel/lodging, honoraria, books and other relevant materials. PDNs do not pay faculty salaries or stipends.

Please note: By January 15, 2020, successful applicants must provide an interim project and budget update briefly describing activities and expenses to date (250 words). A final project and budget report, along with an account of expenditures and receipts, will be due by June 1, 2020. This final report should include a 500-word description of (1) The impact of your group's project on the individual participants, (2) The final assessment, explaining the degree to which the project was successful in meeting its objectives and how its impact was determined, and (3) Any plans your group has for sustaining or expanding the network or its goals after the grant support ends. All PDN participants are also expected to complete an evaluation of the

program (distributed by the Associate Deans) at the end of the grant period.