

## FACULTY SUMMER IT WORKSHOPS APPLICATION CHECKLIST

*Please be sure to include the following in your application submission:*

- Academic Affairs IT Initiative Cover Sheet & Application Questionnaire
- Current curriculum vitae
- Select course syllabus (Highlight areas that will receive special attention through this initiative.)

### WORKSHOP APPLICATION PROCESS:

Compile all application materials, deliver or send to:

Pam Palanuk  
Academic Affairs  
207 Johnson Hall  
Email: [palanuk@uoregon.edu](mailto:palanuk@uoregon.edu)

Applications will be reviewed beginning **February 1, 2007** and continue until workshops are filled. Notification of acceptance will be sent out starting **March 1, 2007**. Application materials may be submitted either in paper form, or as a MS Word document attachment through email (email is preferred).

### ELIGIBILITY REQUIREMENTS:

- Eligibility is limited to tenured and tenure-track instructors, or assistant, associate, and full professors holding appointments of .50 FTE or greater.
- Non-tenure track instructors with an annualized AY FTE of .67 or greater are also eligible to apply.

All must have contracts for the **FY 06-07 and 07-08** to qualify. We will consider any application that is related to teaching, research in the discipline of appointment, or related public service. Preference will be given to those who have not received other direct investment from Educational Technology funds for the current funding cycle.

- ❖ Priority will be give to faculty who have not participated in a specific workshop in a prior year.
- ❖ Faculty who have participated in past years are encouraged to increase their skills by applying for more advanced workshops.

### The following are **NOT** eligible:

- Faculty who have applied for and received Support for External Grant Submissions from the Office of the Vice President for Research in **Summer 2007**.
- Faculty who have visiting appointments, only occasional adjunct appointments, a term-to-term contract, or a 12 month contract.
- Research associates, emeritus, and retired faculty.

Exceptions will be considered for faculty appointments with clearly defined teaching responsibilities that also have the support of their dean.

### AWARD PAYMENT CONDITIONS:

Faculty must attend and complete the program to receive full compensation. This award may be paid as payroll salary and as such is subject to regular payroll deductions and tax. The Office of Academic Affairs pays fringe benefits in addition to the award amount.

Other categories of support available to awardees include supplies, services and travel. These fall under the category of Research Support (ASA) and as such are exempt from all payroll taxes. All expenditures of this support must be in compliance with the University of Oregon rules and regulations.

Upon notification of selection, faculty are expected to confirm their ability to follow-through with the commitment; to submit a progress report in an appropriate format upon conclusion of the program; and to allow Academic Affairs to utilize examples of work accomplished to promote further IT initiatives on campus.