



FACULTY PROPOSALS

SUBMIT TO THE OFFICE OF ACADEMIC ADMINISTRATION

CONTRACT OPTIONS DUE BY OCTOBER 31

Use to Request

- Contract Option – Complete applicable Forms A - E
- Funding: Seed Grant and Faculty Development and Research (FDR) Funds – Complete Forms A or B, and F

Note: **Seed Grants** must be requested by October 31. **FDR Funds** may be requested throughout the year.

CONTRACT OPTION

I, _____ (your name), wish to select the option that I have checked and circled below for preparation of my contract for the 2011-2012 academic year, which begins May 9, 2011. (The summer consists of 16 weeks, of which 4 are vacation. Summer begins as stated above and ends no later than one week before school begins.)

My request for the summer of 2011 is

___ **Option 1: 100% of annual salary** – includes 3 weeks class preparation; 2 weeks professional development (i.e. attending conferences, journal reading, etc.); 8 weeks contract option activities (research/development, teaching custom duties, and/or graduate studies/dissertation, or division administration).

Circle letter of choice below.

- Research/development** (Complete Form A or B)
- Research/development and teaching** 3-4 credits (Complete Forms A or B and C)
- Teaching** 6-8 credits (Complete Form C)
- Teaching** 3-4 credits **and Custom duties**¹ (Complete Forms C and D)
- Custom duties**¹ (Complete Form D)
- Graduate studies or dissertation**² (Complete Form E)
- Division administration**

___ **Option 2: 95% of annual salary** – includes 3 weeks class preparation; 2 weeks professional development (i.e. attending conferences, journal reading, etc.); 5 weeks contract option activities (research/development, teaching and/or custom duties).

Circle letter of choice below.

- Research/development** (Complete Form A or B)
- Teaching** 3-4 credits (Complete Form C)
- Custom duties**¹ (Complete Form D)

___ **Option 3: 80% of annual salary** – includes 3 weeks class preparation; 2 weeks professional development (i.e. attending conferences, journal reading, etc.) with no research, teaching or custom duties.

Signature (*Sign and submit hard copy*)

Date

¹Custom duties include special projects such as those related to the institution, new class preparation, change in class delivery format (i.e. integration of technology), and service.

²Faculty eligible for a PhD stipend should note that choosing *Option 1f* will reduce the stipend.



Canadian
University
College

PROPOSAL SUMMARY

CHECK ALL THAT ARE APPLICABLE AND
COMPLETE THE APPROPRIATE FORMS.

SUBMIT PROPOSAL SUMMARY WITH YOUR SIGNED CONTRACT
OPTION AND WITH REQUESTS FOR FUNDING.

Name: _____

For Contract Options:

I am requesting

- Research: USE FORM A
To request funding, also use Form F
- Development: USE FORM B
To request funding, also use Form F
- Teaching: USE FORM C
- Custom Duties: USE FORM D
- Graduate Studies/Dissertation: USE FORM E

To Apply for a Seed Grant or FDR Funding

I am requesting

- Seed Grant: USE FORMS A AND F
- FDR Funds: USE FORMS A OR B AND F

Click on the link or return to the website to download appropriate proposal forms.

Signature _____

Date _____