November 3, 1999

THE PRESIDENT’S EDUCATIONAL IMPROVEMENT FUND (EIF)

BACKGROUND

FUND SOURCE

The University of Hawai`i will make available through the President’s Educational Improvement Fund $200,000 for the period December 1999 through August 31, 2000. The Community Colleges have been allocated approximately $86,000 for this period.

OVERALL PURPOSES AND CRITERIA

The overall purpose of the President’s Educational Improvement Fund is to provide faculty with funds to improve instruction and teaching effectiveness, enhance the quality of learning opportunities at all levels within the University but primarily at the undergraduate level, and facilitate assessment designed to improve the quality of instruction. Priority will be given to projects judged most likely to achieve this overall purpose in efficient and effective ways.

Projects should enhance a faculty member’s capacity to accomplish campus academic development plan and UHCC Strategic Plan action strategies including, but not limited to:

1. Improve the quality of the distance education experience. Projects may continue earlier distance education demonstration projects that have been judged effective for significant numbers of students.

2. Improve instructional quality; monitor the quality of the student experience.

3. Incorporate the use of World Wide Web based and other appropriate information technologies in the instructional process.

4. Develop student and/or program assessment strategies that promote the delivery of quality instruction.

Projects should result in some demonstrable outcome/accomplishment at the end of the funding period.
GUIDELINES

1. Individual project awards are limited to $4,000.

2. Funding for equipment and software may be proposed, provided the equipment relates to instructional improvements.

3. Travel funds to attend professional training workshops and/or to participate on the program of a professional meeting may be requested to a maximum of $2,000 for any one faculty member, provided the travel relates to instructional improvements. Inter-island travel may be funded when necessary to carry out multi-campus projects.

4. Funding for student help may be proposed.

5. The purpose of this fund is not augmentation of faculty salaries, i.e., funding personnel overload expenses during the academic year is not an appropriate use of the fund. Funding to support lecturer replacement may be considered: (a) for faculty otherwise carrying the usual full instructional load; (b) when such assigned time does not have a detrimental impact on the program; (c) with the approval of the appropriate department head, dean, etc. Requests to support lecturer replacement require the budgeting of fringe benefits as part of the proposal.

6. Projects must assume one-time funding.

7. New positions may not be funded through ElF, nor should the expenditure of these monies result in demands for additional teaching or staff positions in subsequent years.

8. The faculty recipient is responsible for monitoring the expenditure of funds. Any charges in excess of the authorized funding level will not be paid and are the responsibility of the grantee. All grantees will file a final report with their Provost on results achieved no later than October 1, 2000.

9. All campus proposals must be approved by the campus provost before being considered for funding. The Provost’s signature indicates concurrence with the resource commitments and all provisions of this proposal.

The guidelines provided here apply to all grants. Campuses may add additional guidelines and restrictions and/or weight criteria.
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PROCEDURES

Unit Review Committee. The members of the Community Colleges Council of Faculty Senate Chairs have agreed to serve as the UHCC proposal Review Committee. The Review Committee is responsible for reviewing and recommending to Chancellor Tsunoda, in priority order, all proposals for funding. All proposals submitted should be ranked, including those not recommended for funding.

Procedures

1. Criteria and Application Content. A one-page proposal should be clearly and concisely written, and address the Guidelines for the “President’s Educational Improvement Fund.” Proposals must include a title page (attached), proposal description, and budget.

2. Deadline Date. Proposals must be received by the Office of the Chancellor for Community Colleges - Academic Affairs no later than Wednesday, December 1, 1999. Proposals may be sent, hand-delivered, or faxed to 956-3763.

3. Awards. Faculty Opportunity grants may be for any part or all of the time period from December 1,1999, through August 31,2000. Limited funds are available; only proposals that are consistent with the published criteria will be considered.

4. Fiscal Oversight. Once the awards are determined and applicants notified by the Chancellor, the PI's fiscal officer shall be responsible for setting up the account and handling the processing of expenditures in accordance with instructions that will accompany the award.
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Title Page

Faculty Principal Investigator: ____________________________________________________________

Campus/Program: ________________________________________________________________

Campus Affiliation: ________________________________________________________________

Telephone: ______________________ FAX: ______________________

Mailing Address: ________________________________________________________________

Principal Investigator’s E-mail Address: ______________________________________________

Proposal Period: From: ______________________ To: ______________________

(NTE 8/31/00)

Approval: (Signature indicates concurrence with the resource commitments and all provisions of this proposal).

__________________________________________________        __________________
Signature:  Provost Date

Administrative/Fiscal Officer
(responsible for establishing account and for expenditure sign-off) ______________________________

Name

Proposal Description: Please attach a one-page description of the proposal.

Budget: Please attach a one-page budget.