

First-Year Seminar Research and Travel Guidelines

Tenured and tenure-line faculty who teach in the First-Year Seminar program are eligible for funds to support their research. As an incentive for faculty to participate annually, the amount for which one is eligible increases depending on how regularly one teaches.

- Tenured and tenure-line full-time faculty are eligible for FYSEM research grants.
- The grant starts with a maximum of \$750 per semester (of teaching). The grant does not apply to teaching FYSEM prior to Spring 2003, the advent of this policy.
- Each year that a faculty member continues her or his participation in the program (with at least one semester of teaching per academic year), the amount of the grant increases.
 - A maximum of \$1000 after the second year of teaching at least one semester of FYSEM per academic year
 - A maximum of \$1250 after the third year of teaching at least one semester of FYSEM per academic year
 - Following the third year, the maximum of \$1250 will stand for subsequent year of continuous FYSEM teaching (one semester per academic year)
 - If teaching in FYSEM skips an academic year, research allowance will return to the \$750 level.
 - A sabbatical semester will not be counted against the sequence.
- A maximum of \$200 is the fixed amount per semester can be used for research-related books.

Research funds are available for **three semesters only** following the FYSEM teaching semester. Faculty administrative assistants can prepare reimbursements and check requests which need to be submitted to the dean's office by ten days prior to the end of the semester that the grant will expire.

Using guidelines of at least **one FYSEM course a year** to be eligible for increased grant, and the three-semester activity period of each grant, the following examples apply.

Faculty A teaches F10, S12, F12

Faculty A is eligible for \$750 for F10 (expires end of S12)

\$1000 for S12 (expires end of F13)

\$1250 for F12 (expires end of S14).

Faculty B teaches F09, F10, F12, S14 (did not teach F11-S12)

Faculty B is eligible for \$750 for F09 (which expires end of S11)

\$1000 for F10 (expires end of S12)

\$ 750 for F12 (expires end of S14)

\$1000 for S14 (expires end of F15)