Donald P. Shiley School of Engineering
Faculty Professional Development and Support Guidelines

Faculty in the Donald P. Shiley School of Engineering have access to opportunities and support for professional development as teachers, scholars, and advisers, and a corresponding duty to avail themselves of these opportunities in ways appropriate to their rank and experience.

UNIVERSITY SUPPORT (See the Academic Administration Manual or Faculty Handbook for details.)

Program for New Faculty
The Associate Provost’s office provides an all-year orientation and mentorship program for new faculty that begins before the start of school. The dean alerts new faculty of this requirement since it is an important opportunity for learning about the mission and the culture of the University.

Faculty Development Day
The Tuesday following graduation (from 8:30a.m. to 2:30p.m.) is dedicated to a plenary session and several workshops presented by faculty on matters of interest to faculty. The Provost’s office and the Academic Senate’s Committee on Teaching and Scholarship coordinate the day. In the evening, an awards banquet is held.

Butine Grants
The Teaching and Scholarship Committee of the Academic Senate provides travel and research funds called Butine grants twice a year through an advertised process. This funding is intended especially to support faculty at critical junctures in their careers. A recommendation from the dean is required. The Teaching and Scholarship Committee also schedules presentations from Butine recipients to publicize the Butine program.

Workshops on developing a habit of scholarship and an information session on preparing for the application process are also scheduled by the Teaching and Scholarship committee.

Sabbaticals (School Policy & Procedures. See the University’s Faculty Handbook for University Policy & Procedures.)
Sabbaticals are a major form of faculty development. As a general rule, no more than one faculty member in each program should be gone in one semester. Sabbaticals should be staggered to ensure that programs can deliver their curricula and service to students. A two-year schedule of classes for the relevant programs (maintained by the associate dean) should synchronize with the sabbatical schedule.

The faculty member requests a sabbatical by attaching his/her proposal to the annual self-evaluation form, which is submitted to the program chair by May 15th and to the dean by June 15th. The president approves sabbaticals in writing in the fall semester. Thus, a proposal submitted in June 2012 (AY 12) and approved in fall 2012 (AY 13), takes place in AY 2014.

The faculty member’s proposal must show how the sabbatical will advance his or her scholarship and teaching. He/she should also indicate if a proposed research project is dependent on funding and whether the funding is in place. A two-semester sabbatical is considered if the faculty member receives external funding to support the research project. If funding is not secure, the faculty member should request a one-semester sabbatical.

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2. Professional development funding for endowed chairs falls outside of these procedures.
The program chair must approve the plan by letter to the dean and indicate how the faculty member will be replaced. In general, visiting faculty positions are discouraged as replacements unless there is a funded two-semester research project. If applicable, indirect costs associated with the external funding will help support the visiting faculty position.

SCHOOL OF ENGINEERING SUPPORT

Workshops (To be developed in the 2011-2012 academic year to be offered starting in Fall 2012.) Each year, the School plans and hosts workshops to support faculty at all career stages. Because of the size of the School, these workshops are offered on an as-needed basis and are not limited to the following:

• **Program Chair Development.** Offered by the dean to support new chairs as they take on administrative roles. The workshop is also open to continuing chairs who may welcome a review of duties.

• **Mid-Tenure Review.** In preparation for third year formal review, the dean invites untenured faculty to a workshop designed to assist them with both the composition and development of evidence for the file.

• **Tenure and Promotion.** The dean is available year round to assist faculty in the development of their files for promotion and tenure.

• **Faculty Reading Groups.** Early each fall, the associate dean invites faculty members to select reading(s) on engineering education for an annual book discussion that takes place in January.

• **Teaching.** Workshops that address key issues in teaching and learning for engineering education are offered at least once a year. The associate dean selects topics after consultation with faculty.

• **Advising.** The associate dean and program counselor coordinate an annual workshop that addresses issues related to student advising. The target audience includes advisers of incoming first-year students, but others are welcome to attend.

• **Scholarship at a Primarily Undergraduate School.** Workshops that address key issues in conducting scholarship at Schools such as University of Portland are offered at least once a year. The associate dean selects the topics after consultation with faculty.

• **Program Chair Annual Meetings & Assessment.** Each engineering discipline (via its relevant society) hosts regular workshops for department heads and/or program chairs. The location varies depending on the engineering society. The program chairs are expected to attend these events on an annual basis with up to $1,500 of funding provided for each trip. In addition, each program chair and or his/her designee is expected to attend an ABET assessment workshop at least every two years to stay abreast of accreditation changes specific to that program. These will also be funded up to $1,500 each year. The program chairs must provide a written plan & budget for attendance to the dean by the beginning of the fall semester and no later than September 1st. The program chair’s P-card will be authorized for spending up to the approved budget. The faculty member is responsible for resolution of that P-card on a monthly basis.

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Undergraduate Research

The dean supports faculty scholarship in conjunction with University of Portland undergraduates. Although funds are currently very limited (to be developed over time), faculty should contact the dean in writing before the deadlines using the designated form. In the case of insufficient funds available for all requests, preference is given to untenured faculty first, and associate professors second. A budget of up to $2,000 is available for each approved application, processed through the dean’s administrative assistant. A faculty member may propose using this allotment to support a summer undergraduate research student (the University typically provides housing for funded research students).

It is the faculty member’s responsibility to ensure that all School rules regarding use of facilities and equipment are followed to ensure the safety of research students.

In addition, student travel to present the results of such scholarship is supported as follows:

- Priority is given to those students who will present either individually, or with a faculty member; a faculty sponsor must seek the funds on behalf of the student in writing to the dean.
- Many conferences provide travel grants or discounted rates for students to attend. Students (as advised by faculty) must apply for these external sources of funding.
- The dean develops a budget each year with a specific allocation to support student travel based on the expense history. These funds are distributed on a first come, first serve basis.
- Faculty should contact the dean in writing as soon as opportunities arise for students. The request must include a budget and a copy of the student’s external travel grant application if applicable.
- School support may include early conference registration fees, travel, and lodging. Student meals during the conference are not covered. If more that one student author is attending, room sharing is expected.
- The dean’s administrative assistant processes these funds.

Faculty Travel to Professional Events

The dean encourages faculty to routinely participate in meetings of professional societies including those in the faculty member’s technical discipline, as well as those in the area of pedagogy. The indicated levels of support for faculty travel are contingent on the availability of funds each year.

Faculty travel may be for one of the following three categories of trips (Note that Categories A and B are of equal value):

A. Participating in a conference in the faculty member’s technical discipline by presenting a paper/poster, chairing a session, serving as a panel discussant, and/or as an elected officer.
B. Participating in a national or regional engineering/computer science education conference as indicated in (A) above.
C. Attending a conference, or workshop solely for one's own professional development without active participation. This may include continuing education for professional engineering licensure.

Early fall, each faculty member will be asked to list his/her trip requests in priority order on the designated form. A first-priority trip will be funded for all members of the faculty who apply by the deadline. After these funds are allocated, second-priority trips will be considered, and so on depending on the availability of funds. Only one of the requested trips can be for professional development where there is no significant contribution, i.e., a Category C trip. The faculty member’s P-card will be

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Untenured faculty will be given first consideration for trips beyond those designated as first-priority. Faculty members who propose attending a category A trip as well as a category B trip will be given second consideration. The available funding for each first-priority trip is $1,500, however up to $2,000 will be considered for Category A and B trips. Trips other than first-priority trips will be budgeted at levels that depend on the funds available.

Note that requests for travel in support of learning new pedagogy necessary for the degree programs are separate from the procedure described above. These requests should be made on an as-needed basis via one-on-one consultation with the dean and the relevant program chair.

**Faculty Professional Licensing**

The dean encourages faculty to become licensed as professional engineers and maintain that over time. To support this activity, the School pays a one-time examination fee of $225, and up to $180 for annual licensure fees. This should be processed through the dean’s administrative assistant with appropriate documentation. These are the only reimbursed professional memberships other than the relevant needs for professional student club advisers and program chairs.

**Other**

The School receives 75% of indirect costs associated with externally funded grants other than those from non-profit foundations. Faculty members who receive such grants are able to use the School share of those indirect costs as needed to support his/her scholarship subject to the dean’s approval. Such use may include student stipends, travel to professional conferences to present results, and equipment/software purchase according to University guidelines.

An exception is in the case of funding to support a two-semester sabbatical where the indirect costs help pay for the necessary teaching replacement.

The dean’s administrative assistant maintains a record of the income and expenditures for each faculty member to whom this applies.

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