FACULTY ENHANCEMENT OPPORTUNITY AWARDS PROGRAM
Some Questions and Answers
Summer/Fall 2009

REMINDER: This is the first cycle in which the College of Fine Arts is participating. Therefore, some issues or concerns will have to be addressed as they occur. Every effort will be made to assure each faculty member receives accurate information and equal opportunity to receive an FEO.

General Information

Q: Where can I find details of the FEO program?
A: Information is available from the CFA FEO webpage, http://www.arts.ufl.edu/resources/FEO/about.asp, as well as the Academic Affairs website, http://www.aa.ufl.edu/search_committees/FEO/.

Q: What if I have more questions?
A: For program information, contact Acting Associate Dean McGlothlin (dmcglotlin@arts.ufl.edu) or his assistant Cynthia (273-1484, czimmerman@arts.ufl.edu). For salary budget information not answered below, contact Kim Sheffield (273-0321, ksheffield@arts.ufl.edu).

Q: Who is eligible?
A: Faculty, including non-tenure-accruing members, in the bargaining unit with more than 3 years of full-time UF service are eligible. Individuals may not receive an FEO more than once every 5 years. See also http://www.arts.ufl.edu/resources/FEO/eligibility.asp.

Q: Should I talk with my school director regarding my project idea? If so, when?
A: The program guidelines advise faculty members prepare the FEO application in consultation with their school director. It is recommended that you do this as early as possible! You will also need to meet with your director regarding a funding commitment – see question below under “Budget”.

Q: What are my chances of receiving a UF FEO Award?
A: The awards are strictly based on merit, so each college does not receive a set number of FEOs per cycle or year. There is a maximum number of FEOs that can be awarded annually to any given college in order to increase the likelihood that faculty in every college can participate in the FEO program over time. The College of Fine Arts has a maximum of 5 awards possible per year (2 cycles).

Q: Does the amount I request affect my chances?
A: Awards will be based on merit. However, the UF FEO Task Force will consider applications in categories, with a total of $2M per year available from central funds. The following breakdown is projected:

<table>
<thead>
<tr>
<th>Range</th>
<th>Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 – 24</td>
<td>20</td>
<td>$20,000 (or less) – $40,000</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>$41,000 – $100,000</td>
</tr>
<tr>
<td>3 – 5</td>
<td>3 – 5</td>
<td>$101,000 – $250,000</td>
</tr>
</tbody>
</table>
The Application

Q: Where do I get the application?
A: The application form is available at the CFA FEO webpage (http://www.arts.ufl.edu/resources/FEO/FEOApplForm2009.pdf). You will be able to insert the required text and save it as a pdf. You may then edit that pdf as needed.

Q: How carefully must I following the application instructions?
A: Neither the College Sabb./PDL Committee nor the UF FEO Task Force, in the interest of fairness and time, will review incomplete applications or those not in keeping with the prescribed format.

Q: What are some common errors I should be careful to avoid?
A: (1) not providing full budget information in the requested format; (2) sending a curriculum vitae over the two-page limit; (3) sending additional supplemental information (which the Task Force will not review); (4) submitting application not fully endorsed (signed) by your director, Sabb./PDL Cmte. chair, and the dean.

The Timeline

Q: How are deadlines established?
A: Once the FEO program is announced by the Provost, the Associate Dean determines the CFA timeline in order to meet campus deadlines. The timeline is available on the College’s FEO webpage (http://www.arts.ufl.edu/resources/FEO/timeline.asp). If there is a conflict, follow the College deadlines.

Q: What are the deadlines for Summer / Fall 2009?
A:

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications are due to the school director</td>
<td>March 20</td>
</tr>
<tr>
<td>Electronic copy of application (pp. 1-7) due to Dean’s Office</td>
<td>March 20</td>
</tr>
<tr>
<td>Directors submit applications to Dean’s Office</td>
<td>March 25</td>
</tr>
<tr>
<td>Dean’s Office provides applicant with copies of final budget revisions, including College commitment memo</td>
<td>April 6</td>
</tr>
<tr>
<td>CFA Sabb./PDL Committee makes recommendations to the Dean</td>
<td>April 10</td>
</tr>
<tr>
<td>Dean forwards endorsed applications to the UF FEO Task Force</td>
<td>April 17</td>
</tr>
<tr>
<td>The Provost will announce awardees</td>
<td>May 7</td>
</tr>
</tbody>
</table>

Budget

STEPS:
1. Draft a proposed budget using page 5 of the Application Form.
   a. Clearly indicate “Draft” at the top of the page.
   b. List all funds required to complete the project under “Central FEO Funds” column.
   c. For the “Salary and Benefits” line, use the online Calculation Worksheet (http://www.arts.ufl.edu/resources/FEO/salary_calc.asp). See related question below.
   d. Column for “Department/College FEO Funds” should be left blank at this stage.
2. Meet with your school director regarding available school funds.
   a. Download the online “school” commitment memo
      (http://www.arts.ufl.edu/resources/FEO/about.asp) and fill-out only the top portion
      (date, from, and re: sections).
   b. Have your director: check the appropriate box, fill in the table as needed, and sign/date
      the bottom.
   c. Add the completed “School Commitment Memo” as page 8 of your application packet.
   d. Adjust your budget to reflect the school fund commitment under the second column.
3. Submit application (hard-copy) to your school director by deadline (March 20).
   a. On page 1, indicate your school fund commitment under “Total College/Department
      Funds to be Provided”. (This figure will be adjusted after the College commitment is
      made. See below.)
   b. PLEASE NOTE: All narrative sections must be in final form prior to submitting packet to
      your director.
   c. Budget (pg. 5) must still be marked “Draft”.
   d. Be sure school commitment memo is attached as pg. 8.
   e. Download the online “college” commitment memo
      (http://www.arts.ufl.edu/resources/FEO/about.asp) and fill-out only the top portion
      (date, from, and re: sections).
   f. Add the incomplete “College Commitment Memo” as page 9 of your application packet.
4. Also on March 20, electronically submit your application (pgs. 1-7) to the Dean’s Office
   (czimmerman@arts.ufl.edu).
5. Once your director has signed the approval form (pg. 7), he/she will forward the application
   packet to the Dean’s Office (by March 25, 5PM). The draft budget will be reviewed, and the
   College’s commitment memo completed.
6. The Associate Dean’s office will:
   a. Re-do the totals on page 1 to reflect the College + School commitment (a combined
      figure).
   b. Re-do the budget (pg. 5) to reflect the College + School commitment (a combined
      figure).
   c. Remove “Draft” from the budget page.
   d. Substitute hard-copies of revised page 1 (cover) and page 5 (budget) in your application
      packet. Only those two pages will be substituted.
   e. Email you a copy of the revisions.
   f. Forward your final packet to the College’s Sabb./PDL Committee.

General Questions:

Q: How soon should I start working on my budget?
A: As early as possible. Obtaining salary/benefit calculations, and school and college fund
    commitments will take time. Deadlines established are firm.

Q: Regardless of the type of project, must I budget for my salary?
A: Yes. Every application must contain salary/benefits dollars – regardless of semester, whether you
    have a teaching assignment, or whether you are a 9-month or 12-month faculty member. See next
    question.

Q: For salary, benefits and % FTE, how do I calculate this?
A: You will need your project start and end dates (month & day), and your FTE for the semester involved (available from your director). Fill out the Calculation Worksheet on the College’s FEO webpage (http://www.arts.ufl.edu/resources/FEO/salary_calc.asp). You will receive a response within 2 business days (48 hrs). Once received, if you have any questions, contact Kim Sheffield in the CFA Business Office, 273-0321 (ksheffield@arts.ufl.edu).

Q: On the Budget page, it calls for the “Department/College FEO Funds.” What do I need to do?
A: Follow the “Steps” above. This includes obtaining a written commitment from your school director and the College, both of which become part of your application packet. Your packet will not be accepted for review by the Sabb./PDL Committee without both of these attachments.

Q: What can I expect in the way of College FEO funds?
A: In order to participate in the UF FEO program, the Dean had to assure the Provost the College would contribute funds in support of FEOs granted to College faculty members. The actual amount contribute by the College will be determined in large part by the quality and specifics of each individual proposal.

Signatures

Q: On page 7 of the application (signature page), what do I put for #1?
A: For the “Typed Name”: Prof. Larry Crook (Chair, Sabb./PDL Cmte.). Also, you will need to type in the name of your director and the dean on the appropriate lines.

Q: How do I get the required signatures?
A: After your application is complete, submit it to your director by the designated college deadline (March 20). Once the director approves it, he/she will sign page 7 and forward the packet to the Dean’s Office. After the budget is finalized, the Dean’s Office will forward the completed packet to the CFA Sabbatical/PDL Committee. The Committee will review the packet, and the chair will sign page 7. The application is then forwarded to the Dean for her consideration.

The Review Process

Q: Will my application automatically be forwarded to the UF FEO Task Force?
A: No. Only applications considered meritorious will be forwarded to the UF Task Force. This requires first your director, then the Sabbatical/PDL Committee, and then the Dean approve the application. If at any level, it fails that test, it will be denied.

Q: Why and how is the CFA Sabbatical/PDL Committee involved?
A: University policy requires a college’s elected Sabbatical/PDL Committee to provide college-level review. The Committee will review each application according to the criteria established (see next question) and provide ranked recommendations to the Dean.

Q: What criteria will be used?
A: The following criteria have been established by the UF FEO Task Force for evaluating FEO proposals for funding. Each criterion is scored from 0 (not acceptable) to 5 (best possible), with a total possible score of 25. The criteria are:

1. Goals are clear, meritorious and compelling
2. Plan is clear and realistic for goal achievement
3. Benefits to the applicant’s academic / professional / scholarly growth are clear and specific
4. Benefits to the University are clear and specific
5. Budget justification is clear and appropriate for proposed goals and outcomes

**Release of Awardees’ Funding**

**Q:** How soon after the announcement of awards is made (anticipated 5/7/09) will the funds be available to the faculty member?

**A:** Within a few days. Obviously the funds must be expended as budgeted, but will be available in advance of the project dates to facilitate travel reservations, ticketing, etc.

**After the Project Ends**

**Q:** Do I have to submit a report at the completion of my project?

**A:** Yes. Awardees are required to submit a report of accomplishments to the UF FEO Task Force. It will evaluate the accomplishments of FEO goals and share this with the awardee and her/his school director and dean.

**Q:** Is the evaluation of a project’s accomplishments important?

**A:** Yes. The evaluation will be used by the UF FEO Task Force in considering any future FEO requests from that awardee.

(rev. 3/3/09, 4:00pm)