



Dear POD Network Colleagues,

The **POD Network 2017 Adjunct Faculty SIG Travel Grant** seeks to increase participation in the POD Network from those who are currently either:

- Adjunct faculty who want to become educational developers
- Adjunct faculty who are educational developers
- Educational developers who want to provide support for adjunct faculty

This travel grant will award three individuals up to \$1,300 to support their travel to the annual POD Network Conference. **The 2017 POD Network Conference is in Montreal, Quebec on October 25-29, 2017.**

Eligibility Criteria:

The POD Network's **Adjunct Faculty SIG** welcomes applications from all individuals, irrespective of the individual's nationality and/or citizenship. Applicants must be either:

- Adjunct faculty who want to become educational developers
- Adjunct faculty who are educational developers
- Educational developers who want to provide support for adjunct faculty

Any applicant must desire to join POD and contribute to its mission of inclusivity of all faculty.

To Apply for the 2017 Adjunct Faculty SIG Travel Grant:

The deadline for applications is **Friday, June 9, 2017 by 5 p.m. EDT**. Due to time constraints, no late proposals will be reviewed. Awardees will be contacted in early July, 2017.

Applications for the grants should be sent via email attachment to Ann Coburn-Collins (acoburn@svsu.edu) Co-Chair of the Adjunct Faculty SIG.

Applications should address the following points of information:

- Please address your eligibility for the travel grant by articulating your role/goal in educational development, your mission for this development and the strategies you think might best help to support the adjunct faculty at your institution.
- How might you benefit from attending the POD conference and how do you hope to share these benefits with the adjunct faculty at your institution?
- How may the Adjunct Faculty SIG benefit from your membership and attendance and how might you hope to contribute to the SIG in the future?
- Please explain your financial need and the type of institutional support you may already have to attend this conference.
- Indicate whether you received a POD Travel Grant in the past. If so, what year?

Please submit this information in Times New Roman, 12-point, double-spaced formatting, structured as a letter, saved as a .pdf.

Application Guideline: Anonymous Review Process

In the spirit of objectivity and fairness, we ask that you anonymize your application; that is, make sure that neither your name nor that of your institution appear in your application. You will, of course, indicate your name in the email message when submitting the application, but the pdf file of your application materials should be anonymized.

Upon Receipt of the Grant:

- Grantees will be required to participate in a panel discussion at the Adjunct Faculty SIG meeting discussing ways in which educational developers can better support the adjunct faculty at their institution.
- At the 2017 conference, grantees are encouraged to attend adjunct faculty-related POD sessions.
- The Adjunct Faculty SIG committee members will meet at the conference with the grantees to assess their experiences at the conference in real time.
- Grantees will be asked to do a written assessment before leaving the conference, in which they reflect upon what was most meaningful about their participation and what they plan to modify in their work back home as a result of this experience.

- Six months after the conclusion of the Conference, grantees are required to send a reflection for how their attendance at the meetings helped frame their work with adjunct faculty and report any successes and challenges in providing support. The purpose of this assessment is to support POD's strategic aim of evidence-based practices.
- In the case of projects funded by the POD Network, we request that the grantee acknowledge the POD Network in any publications, presentations, reports, or webpages about the initiative. Please use the following statement: "This material is based upon work supported by the POD Network, 2017-2018." If you would like to use the POD Network logo along with this statement, please contact Hoag Holmgren, Executive Director, at podoffice@podnetwork.org.

Responses to Applicant FAQs:

- One must become a member of the POD Network to attend the conference and register for the conference. However, membership dues are covered by the grant (see below).
- While the grant does not cover the full cost of attending the conference, it does help defray a significant portion of the costs.
- Costs that are deducted from the travel grant prior to the conference include the following: membership dues, the conference registration fee (which includes some meals), and optional workshop fees. After these costs are deducted, the remainder of the \$1,300 grant is awarded in a check payable to the grantee's institution. This check is given to the grantee at the conference and can be used to help defray costs for travel, lodging, and non-conference meals.
- We recognize that all individuals have multiple and intersecting identities. In addition, adjunct faculty, also known as contingent or part-time faculty, are a diverse population consisting of those who teach part-time. Adjunct faculty are also diverse in that they may be professionals and/or retirees wanting to give back to future generations or a professional that teaches exclusively.

For more information:

For more information, contact Ann Coburn-Collins (acoburn@svsu.edu) or Teresa Focarile (teresafocarile@boisestate.edu) Co-Chairs of the Adjunct Faculty SIG. Visit the POD Network website(podnetwork.org) for

additional information about POD grants, the organizational mission, and conference schedules.

With sincere regards,

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