



Exceptional Faculty Grant Award Bylaws

The College's Exceptional Faculty Grant reports to the Instructional Council and provides funds for projects that promote student learning or that develop services that promote student learning. Projects may relate to existing or to new programs, courses, or services. Applicants awarded the grant will share the results of their projects with the general faculty.

The College's Exceptional Faculty Grant Award is authorized by the State through the Exceptional Faculty Awards Trust Fund. Specifically, RCW 28B.50.841 states that awards can be used to pay for in-service training, temporary or replacement costs directly associated with faculty development programs, conferences, travel, publication and dissemination of exemplary projects; to supplement the salary of the holder; or to pay expenses associated with the holder's program area. Additionally, although college foundations are eligible to receive matching funds and manage the principal, the awards themselves are the property of the institution not the foundation.

The membership of this committee consists of three faculty representatives, one member of the LCC Foundation and one instructional dean. The faculty members are voted upon by the Instructional Council; the LCC Foundation member is recommended by the Foundation Board, and the Dean serves as chair of the committee and is appointed by the Vice President of Instruction. Terms shall be for two years.

A memorandum announcing calls for proposals is sent to faculty the first week of November and March. November proposals will be deliberated upon and awarded during fall quarter finals week with funding available January 01. March proposals will be deliberated upon and awarded mid-April with funding available July 01. Faculty who submit proposals may be interviewed by the committee as part of the review process.

All award payments must be made through the college accounting system:

1. When the purpose of the award is for salary, the payment must be made through the payroll system and must include applicable payroll liabilities of the College.
2. All award payments must be made on the college books either through payroll, when intended to supplement the salary of the holder, or accounts payable when the purpose of the award is to cover faculty development costs, pay for program expenses, or purchase equipment.
3. Projects must support the College's Strategic Plan, College Initiatives, Core Themes, or the Academic Master Plan and must be completed by the end of the upcoming fiscal year, or as designated.

4. Full-time or adjunct faculty member may apply. Members of the Exceptional Faculty Grant Award committee are not eligible as individual applicants.
5. Grants are awarded in the spring. An additional fall grant cycle may be initiated contingent on funding.
6. Except under unusual circumstances, projects shall not be funded on a continuing basis.
7. In general awards are not to exceed \$2,500.
8. Unencumbered funds will be delegated to the Vice President of Instruction, who may award them for faculty uses that are consistent with the mission of the committee and in compliance with the RCW.
9. When project is concluded, recipients must submit a brief report describing their activities, accomplishments and impact of the project funded by the award. This report is to be submitted to the LCC Foundation designee.