



October 6, 2025

From: Karen Marrongelle, Provost and Exec. Vice Chancellor for Academic & Student Affairs
Turan Kayaoglu, Associate Vice Chancellor for Faculty Affairs

To: Wendy Bolyard, Faculty Assembly Chair
Beth Pugliano, President, UCDALI
Deans and Auraria Library Director

CC: Kenneth T. Christensen, Chancellor

Re: IRC Faculty Professional Development Funds (\$20,000) for AY 25-26

The CFDA's IRC Professional Development Funds, supported by the Office of the Provost, are open to all IRC (Instructional, Research and Clinical) faculty, including all Lecturers, Instructors, and Clinical Teaching Track Professors of any rank. IRC faculty are integral to the CU Denver community and mission. By supporting the professional development of IRC faculty, we help ensure CU Denver students receive an outstanding quality of education while moving closer to achieving the ambitious goals set out in the 2030 Strategic Plan.

The total amount of available funding for AY 25-26 is \$20,000 allocated to IRC Professional Development support in the Provost's IRC Roadmap. These funds expand on previous IRC PD funds managed by UCDALI. This marks the inaugural year in which IRC Professional Development Funds will be managed via CFDA, with UCDALI's backing.

The processes detailed here serve as a foundation for future refinement, aiming to enhance the effectiveness of professional development support for IRC faculty. We extend our gratitude to Beth Pugliano, Dennis DeBay, Thorsten Spehn, and Karen Sobel, for their efforts in formulating suggested guidelines and procedures.

1. Eligibility and Supported Activities

Applications for IRC Professional Development funds may be submitted by EITHER individual faculty (or pairs/groups of faculty working together) OR administrators in support of IRC faculty in their unit, school or college.

Faculty Applicants: IRC faculty may apply for professional development funds of up to \$1,000

for activities or materials that support any aspect of the duties outlined in their current contract or letter of offer. Individual applicants may receive funding only once per academic year. Funded activities and materials might include but are not limited to the following:

- Conference participation (such as presenting a paper/poster, moderating a session, etc.)
- Attending/participating in professional development trainings, workshops, certification programs, etc.
- Purchasing books, software, or specialized equipment for teaching and/or (if applicable) research purposes

Administrative Applicants: Administrators may apply for IRC professional development funds of up to \$1,000 for activities or materials that support the development and advancement of IRC faculty in their unit, school or college. Administrative applicants may receive funding only once per academic year, and **MUST provide matching funds** from their unit, school or college.

Funded activities might include but are not limited to the following:

- Supporting IRC faculty participation in pedagogy-focused conferences or workshops (ex: American Education Research Conference; The Thinking Professor)
- Preparing unit specific orientation material for IRC faculty
- Organizing an event to recognize and celebrate IRC faculty's contributions

Please reach out to cfda@ucdenver.edu with questions regarding eligibility or funded activities.

2. Application Process and Schedule

Applications for CFDA IRC PD Funds must include the following:

- An applicant info form (will be available on the CFDA website by Sep. 4, 2025)
- A statement (500 words max) detailing how funds will be used, how the funded activity aligns with the applicant's official responsibilities (as outlined in contract/letter of offer) OR supports IRC faculty in the applicant's unit (for administrative applicants), and the anticipated outcomes/impact for the applicant/IRC faculty and CU Denver community
- A budget itemizing total costs for the activity/material(s)
- **For faculty applicants:** A letter of support from the applicant's chair/primary unit head (or other primary supervisor). Applicants are encouraged to use the CFDA's letter of support template (available on the CFDA website)
- **For administrative applicants:** Confirmation from the unit, school or college of the availability of matching funds

There are two application cycles for CFDA IRC PD Funds:



APPLICATION DEADLINE	NOTIFICATION	DISTRIBUTION OF FUNDS
October 30, 2025	November 30, 2025	December 20, 2025
January 30, 2026	February 27, 2026	March 15, 2026

3. Selection Process and Criteria

For each application cycle, the CFDA will convene a committee of at least 4 reviewers. (This number can be increased to five if an unexpectedly high number of applications would create an undue administrative burden on the initial committee members.) In 2025, the selection committee will be composed of representatives from the CFDA, the UCDALI Executive Committee. Starting in 2025, committee members will consist of previous funding recipients with membership distributed among Lecturers, Instructors and Clinical Teaching Track Professors. Someone at CFDA will be a facilitator, Conflict of interests should be identified by the committee, and interim report needs to follow the first cycle.

Applications will be reviewed and assessed based on the following criteria:

- Significance of professional development activity (what kind of impact is it likely to have on the applicant and their professional growth?)
- Anticipated impact (on the CU Denver and/or larger Denver community, on applicant's field, etc.)
- Alignment with official job responsibilities OR benefit to IRC faculty
- Alignment with CU Denver mission, values and/or 2030 Strategic Plan
- Whether the IRC faculty has access to PD funds in their units.

Priority will also be given to applicants who have not received funding in the past two years.

4. Outcomes and Reporting

Recipients must submit a report (max 300 words) to the CFDA within one month of the conclusion of their funded project (no later than June 30th) describing the use of funds, the outcomes achieved, and a final itemized budget.

Following each application cycle, the selection committee will compile a summary report listing funded recipients, projects and associated selection criteria scores, along with any potential challenges or concerns encountered during the selection process. This report should be submitted to the CFDA within two weeks of the committee's final meeting. The CFDA will acknowledge receipt of the committee's report and respond in writing to any noted issues or concerns. By the end of the academic year, the CFDA will compile the selection committee reports and responses



along with a synthesis of recipient-reported outcomes to date and will submit a final report on administration and impact to the Provost.

The Provost will determine future fund allocations based on impact of the funds and the university's budgetary circumstances.

IRC Faculty Professional Development Grant Application Review Criteria				
Criterion	Needs Improvement (1)	Developing (2)	Proficient (3)	Exemplary (4)
Enhances Scholarship and Academic Excellence of the University	Goal Statement is not included or is very vague. Goals are unclear and does not meet basic criteria	Goal statement is not clearly articulated and only mentions academic connections to the university. It does not meet basic criteria.	Goal statement meets academic requirement and is basically aligned to the excellence of the university. Meets basic criteria and knowledge.	Goal statement enhances excellence of the university and is clearly articulated, specific, goes beyond the basic criteria and knowledge level.
Demonstrates Plan and Evidence of Deliverables	Plan and/or evidence of producing product is not included in application.	Application indicates that the faculty member has a plan for goal but does not clearly demonstrate how completion or deliverables will be achieved.	Application references some evidence of the project goals and demonstrates how deliverables will be achieved.	Application specifies concrete evidence of goals and demonstrates continuous record of projects culminating in deliverables.
Contributes to the Professional Growth of the Faculty	The application does not include a statement or evidence of contribution to professional growth	Application contains a loosely worded statement that mentions professional development growth, but it is unclear, vague, or lacks focus.	Application contains a clear statement related to professional growth and meets basic criteria.	Application explicitly states how the outcomes contribute to the professional growth of the faculty member. It is clearly articulated, specific and goes beyond what is expected.



Scope of Work	Goal outcomes are vague or not well articulated. The scope of work lacks evidenced impacts.	Goal outcome is a scholarly or creative work that benefits faculty scholarly activities.	Goal outcome is a substantial scholarly or creative work that exceeds faculty scholarly activities.	Goal outcome is a substantial scholarly or creative work that exceeds faculty scholarly activities and enhances the University and professional discipline of the work.
Budget Clarity	Budget is not provided or is unclear	Budget provided but lacks clarity in several areas	Mostly clear budget with minor details missing	Detailed and clear budget supports the goal requested
Previous CFDA funding	Has received funding from the CFDA in current or previous academic year			Has not received funding from the CFDA in current or previous academic year