

NEW MEXICO HIGHLANDS UNIVERSITY
PINO ENDOWMENT FOR FACULTY DEVELOPMENT AWARD
GENERAL GUIDELINES FOR SUBMITTING PROPOSALS

The Genovevo Dominguez Pino Memorial Endowment for Faculty Development is designed to provide faculty at NMHU an opportunity to further their development in the areas of Teaching, Research/Scholarly Activity, and Service to the University and Community. The following are guidelines used by the Pino Endowment Committee for review of proposals.

For the purpose of this review:

“Faculty Development” is defined as: Any activity undertaken by an NMHU faculty member that enhances their teaching, research and scholarly activity, and service to the university and community.

“Faculty Member” is defined as: Any faculty that works at NMHU or existing NMHU Centers that is tenured, tenure track, librarian **or** a visiting professor that has worked full time for at least three years.

- I. The ranking of the proposal is based solely on merit and ordered accordingly:
 - a. Teaching—the pursuit by a faculty member to enhance her/his teaching by learning new pedagogy: knowledge, techniques, skills, or methods.
 - b. Research and scholarly activity—the pursuit of a faculty member to enhance or expand his/her research area by learning new research techniques, skills, or methodology.
 - c. Service to the University and Community—the pursuit by a faculty member to develop his/her knowledge, skills or methods to enhance the ability to provide service to the university or surrounding community.
- II. The proposal will go through a review process and final selection will be based upon how well the following criteria are addressed:
 - a. Faculty development
 - i. Statement of Purpose: A description of the activity the faculty member will participate in and how this activity will enhance one or all of the areas listed above (I: a, b, c).
 - ii. Design/Methodology: A description of how the new knowledge, skill, or methodology will be implemented at NMHU to enhance one or all of the areas listed above (I: a, b, c).
 - iii. Broader Impact: A description of how the activity the faculty member participated in will impact his/her students, research and scholarly activity, and or the university or community.

- iv. Dissemination: A description of how the faculty member plans on sharing the newly gained knowledge, skill, or methodology.
 - v. Budget and Budget Justification: A description of how and why the monies are going to be spent.
- III. Funds can be utilized for travel and registration for activities that enhance faculty development as defined above. Funds will not be used to pay for travel and registration for presentation at conferences, to support sabbaticals, and emeritus faculty.

If you have received prior funding from this fund a final comprehensive report must be submitted to the Chair of the Pino Endowment Committee. Failure to submit the final report will disqualify that faculty member from future funding until said report is submitted. This report, separate from the initial application, will remain on file at the University Archives.

- IV. **The intent of the Pino Endowment Award is to provide all qualifying faculty members the opportunity to further their development in the areas of Teaching, Research/Scholarly Activity, and Service to the University and Community. Therefore, eligible faculty members receiving the award are not allowed to reapply for faculty development funds for a period of two years.**