Eligibility
Tenured faculty of the University of Northern Iowa and UNI probationary faculty after a successful third-year review may apply for a Professional Development Assignment (PDA). Priority shall be given to tenured faculty. Applicant must hold a full-time (9 month) appointment at the time of application, during the Assignment period, and for one year following the Assignment. Through these awards, the University seeks to encourage, assist, and support faculty research, creative activities, and completion of a terminal degree. Recipients are expected to devote full-time to the proposed project and may not accept additional responsibilities or employment during the Assignment period. Faculty must let three academic years elapse between PDA awards.

Faculty Salary
A Professional Development Assignment provides a maximum stipend, including appropriate fringe benefits, of full salary for one semester or one-half salary for the academic year.

Application Due Date
Applicants must submit a completed electronic Professional Development Assignment Application, which must reach the Graduate College by 4.30 pm September 28, 2018.

Procedure and Review Process
The submitted application will be reviewed and evaluated by the Professional Development Assignment Committee; one faculty member to represent each of CBA, COE, and CSBS and two members to represent CHAS. Applicants will be notified in writing of the Committee decision within six weeks of the application deadline. Upon request, unsuccessful applicants will be provided with a summary of the reasons for the Committee's decision.

NOTE: A Human Participant Review Form must be filed and must receive approval from the UNI Institutional Review Board before the Professional Development Assignment begins if the project involves human subjects, e.g., questionnaires, surveys, interviews, secondary data analysis. Allow at least fourteen days for the review process to be completed. Information and application forms are available at http://www.uni.edu/rsp/irb-forms or by calling 273-6148. A copy of the IRB approval letter must either accompany the application or be submitted to the Graduate College before the PDA period.

It is extremely important that Professional Development Assignment applications be written for intelligent lay readers who may not be familiar with the scholarly literature, terminology, or details associated with the applicant's field of research or creative activity. Thus the readability of the proposal—its prose quality and appearance—will affect the reader's response. Supportive letters from individuals other than the applicant—except for letters from editors, publishers, or gallery directors confirming acceptance of a manuscript or exhibition—are not appropriate to this competition and will be disregarded by the Committee.

Proposal Components and Evaluation Criteria
Eligible Professional Development Assignment projects fall into one of three categories: 1) research; 2) creative activity; or 3) work toward a terminal degree. All three categories are required to complete and submit an electronic Professional Development Assignment Application, which includes:

- Previous UNI awards
- Project Abstract (single spaced 250-word maximum)
- Current Vita (eight page maximum)
- Proposal Components details for one of the following:

1) Research Project: (Limited to 15 double-spaced pages)

Significance and objectives. What is the overall nature of the project? Specifically, what do you wish to accomplish? How does this project contribute to the scholarly discipline, your past research activity, and your career goals? Demonstrate how the project contributes to the improvement of the University and benefits the citizens of Iowa.
Methods and timetable. How will you accomplish the established objectives? What means will be used to evaluate completion of the objectives? Draw up a timetable that estimates your schedule during the Assignment period. Indicate the status of Human Participant Review if needed for the project.

Literature review. How does your project fit within the established scholarly literature? Citations must be included in the 15 page limit, but may be single-spaced.

Dissemination and long-range importance. Describe specific plans for sharing the results of your research through scholarly presentations and/or publication. How will you build upon the results of your PDA work? Are there sources of external funding to expand the project?

2) Creative activity projects-art, creative writing, music, theatre: (Limited to 15 double-spaced pages)

Significance and objectives. What is the overall nature of the project? Specifically, what do you wish to accomplish? How does this project contribute to the scholarly discipline, your past creative activity, and your career goals? Demonstrate how the project contributes to the improvement of the University and benefits the citizens of Iowa.

Methods and timetable. How will you accomplish the established objectives? What means will be used to evaluate completion of the objectives? Draw up a timetable that estimates your schedule during the Assignment period.

Literature review. How does your project fit within the established scholarly literature or the creative work in the discipline? Citations must be included in the 15 page limit, but may be single-spaced.

Dissemination and long-range importance. Describe specific plans to exhibit, perform, or publish the results of this activity. How does this PDA project fit into your future creative plans? Are there sources of external funding to expand the project?

3) Terminal degree project:

Objectives and timetable. Describe thoroughly and precisely the nature of your terminal degree program, the university and department involved, and your present status in the program. Draw up a timetable that estimates your schedule during the PDA period. What is the target date for completing the degree? Demonstrate how completion of the degree contributes to the improvement of the University.

Letter of acceptance. Provide a letter from your major graduate advisor/department head that describes your status in the degree program.

The following types of projects are not eligible for funding:

- Curriculum development that is judged to be of a routine nature and thus an expected part of university teaching responsibilities;
- Travel whose primary purpose is to broaden an individual perspective or to enhance classroom presentations.

The recipient of a Professional Development Assignment must abide by appropriate sections of the UNI faculty handbook. In particular, the recipient of a Professional Development Assignment "shall agree either to return to the institution granting such assignment for a period of not less than two years or to repay to the State of Iowa such compensation as [the staff member] shall have received during such assignment." (Iowa Code § 262.9(14))

If you have any questions pertaining to the Professional Development Assignment program contact The Associate Dean of the Graduate College at 273-2748.
TIPS FOR A SUCCESSFUL PROFESSIONAL DEVELOPMENT ASSIGNMENT APPLICATION

This competitive program is open to all full-time faculty holding tenure or full-time probationary faculty after a successful third-year review at the time of application. There are no quotas by college, department, new faculty, or senior scholar; however, priority shall be given to tenured faculty. PDA recipients may not teach or perform other UNI duties during the period of their Assignment.

Follow the format suggested in the PDA guidelines, including the specified page limits. Don’t create your own format. Proofread carefully. Use reasonable fonts and margins. Number the pages.

Letters of support, except for letters confirming acceptance of a manuscript or exhibition or confirming an arrangement for collaborating elsewhere are not appropriate to this competition and will be disregarded by the Committee.

Prepare your application for a committee of faculty from across the campus; perhaps no member will be familiar with your specific field of research or creative activity. Never assume that reviewers “will know what you mean.” Every committee member reads, evaluates, and ranks each application.

Use the statements and questions outlined in Proposal Components as guides. The reviewers rate the application on how well it addresses the criteria, as well as on the project itself.

Document the successful completion of work proposed in previous UNI awards. The committee is interested in past success (publication, presentation and exhibition) before providing additional support. If no prior UNI Awards, include a statement to this effect rather than eliminating this section.

Be sure to carefully document the need for the research or creative activity or terminal degree. What impact will your work have on the scholarly field? The Significance & Objectives/Nature of the Project is very important for the reviewers to understand the project and why it is important.

Be as precise as possible in describing the timetable for completion of your project. It is important to tie the work being proposed to the time frame of the PDA period; i.e. one semester or academic year. If you are collaborating with others, your specific contributions to the project should be stated.

A literature review is required for Research & Creative Activity proposals, but should be focused on the background needed to understand how the project fits into the scholarly field. It does not have to be exhaustive.

Specificity is important in the Dissemination/Long Range Importance details including External Funding Sources.

The abstract will be used to create the report to the Board of Regents on recommended PDAs. Write it for a general audience, focusing on the major points and the benefit to UNI and the citizens of Iowa.

You may review examples of successful Professional Development Assignment applications from previous years. These are available in the Graduate College (Lang Hall, Room 110). Please contact the Graduate College at 273-2748 to set up a time to review applications.
FOLLOW-UP REPORT:

Professional Development Assignment recipients must prepare a written report describing the research/creative activities/degree work undertaken during the Assignment period. The report will be submitted electronically as a Qualtrics survey (recipients will receive an email with a link to the Qualtrics survey in the first week of the fall semester). It will include the following narrative sections: 1) a 350 word (maximum) abstract that summarizes the project and its specific results, including a statement in which you specifically describe how your PDA work is of value to the University of Northern Iowa and benefits the citizens of Iowa. This could be specific classes or courses of study or outreach into the community. 2) a one- or two-page narrative description of the project, major objectives accomplished, activities pursued, and the results, including publications, presentations, exhibits, grants applied for or received or future arrangements for any of these; be as specific as possible; 3) a statement that all objectives, activities, or phases proposed in the original application have been completed. If a PDA recipient fails to accomplish any of the objectives, phases, or activities proposed in the original application, then the recipient must explain in the report what was not accomplished and why.

The Department Head is responsible for monitoring unfinished projects until they are completed. When the project is completed, a final report must be submitted to the Department Head, College Dean, and the Graduate College.

Failure to complete the project during the Assignment period or by the next time a recipient is eligible to apply for an award will play a significant role in decisions on future awards.

The report must be submitted to the recipient's Department Head, College Dean, and to the Graduate College Office no later than September 15 of the academic year following the Assignment. Failure to submit the report at this time will make the recipient ineligible for subsequent Professional Development Assignments.

The Head of the recipient's department will use the narrative report as part of the annual evaluation of faculty performance. The reported PDA activities will be a significant factor in recommendations for merit increases.

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Recipients are strongly encouraged to submit their findings for publication, to present them at a professional meeting, to exhibit the results of their creative activity, or to submit a grant application. All published reports or exhibits aided by this program should include an acknowledgement that the project was supported, in whole or in part, by a Professional Development Assignment from the University of Northern Iowa.