

**Arts & Administration Program  
Center for Community Arts & Cultural  
Policy on Support of Faculty Projects**

Tenure-related faculty in the Arts & Administration Program (AAD) are supported in their research and teaching through AAD directly and through the Center for Community Arts & Cultural Policy (CCACP).

**Research, Teaching, and Project** support is offered on an annual basis in the following ways:

- ASA funds are provided by the Dean of the School of Architecture and Allied Arts.
- Faculty development funds are provided by the Director of AAD—Generally, \$3,000 per year, based on available funds. Additional funds may be available to faculty to support faculty professional development on a case-by-case basis, but it is expected that AAD faculty will use all their individually-allocated professional development funds (including all carry-forward funds) prior to requesting additional support from the AAD Director.
- AAD encourages faculty to secure external funding to support their research and professional development. Additional internal (UO) sources of support may be available through competitive application processes to the Office of Research, Innovation, and Graduate Education; the A&AA Faculty Research and Creative Work Awards; and through instructing overload courses through First-Year Programs and/or the Clark Honors College.
- One term per year of access to a .2 - .29 (8-11 hours per week) Graduate Fellow to assist with teaching, research, or other project initiatives may be possible, depending on GTF availability. Access to a one-term Fellow generally requires a request by the faculty member, according to an established deadline, in spring before Fellowship solicitations are circulated. The faculty member hiring the student is required to pay the stipend associated with the add-on position.
- Beginning fall 2013, AAD at the department level will maintain an annual line item budget to which AAD faculty may apply to support concentration-area investments, such as guest speakers in concentration area courses, site visits, and field trips. Additional department support may be available to support high-value professional field trips. Please contact the Program Director or Managing Director if you would like to access these funds.

- GTF or Work-Study Student Support for faculty projects may be possible on a case-by-case basis. Please contact the Program Director or Managing Director if you would like to request specific support for a project or initiative. All our administrative GTFs and student workers are coordinated and supervised by the AAD Managing Director.
- Faculty engaged in teaching, research, or program initiatives that require support beyond what is defined above or require special integration into the curricular or administrative aspects of the Program *may* acquire additional support through a formal written proposal to the director.

In all cases, if research or project initiatives seek integration into curricular or administrative aspects of the Program, other AAD faculty members retain the freedom to opt in or out of the project at their discretion. Any research project or program initiative that is integrated into the curricular or administrative aspects of the program will be considered faculty-led, with oversight provided by the AAD Program Director. Project integration into the AAD program will be overseen and directed by the AAD Director, including oversight of the provided resources and directing the workflow of any assigned personnel. Faculty projects and initiatives are encouraged and will be supported in a manner that is equitable with other faculty-led projects being driven by AAD's tenure-related faculty and to the degree that funds are available.

**A formal written proposal for support** of a faculty member's research project or program initiative that is to be integrated into the curricular or administrative aspects of the AAD Program should contain the following:

- A detailed description of the research or program initiative.
- A detailed description of how the research or program initiative will be integrated into the curricular or administrative aspects of the AAD Program.
- A rationale for additional AAD Program support for the research or program initiative.
- If requesting funding, specify the amount of funds and provide a detailed line item budget demonstrating how the additional funds will be spent.
- If requesting administrative or personnel support, specify the administrative support and/or personnel service needed to support the research or program initiative. Be specific about number of personnel hours; types of administrative resources; duration, in time, that administrative or personnel support is required.

- F. If requesting faculty or student involvement, specify how students and faculty will be involved and describe how you will ensure voluntary participation and how you will provide opt-in/opt-out privileges.
- G. If faculty or student involvement will result in published articles or book chapters, attach documentation to the proposal of compliance with IRB regulations.
- H. If student involvement will result in dissemination of non-directory information about any enrolled or previously enrolled students, attach documentation to the proposal that will assure compliance with FERPA regulations.
- I. Describe your plan for systematic implementation of FERPA compliance. This plan should include a detailed description of how students will be fully informed of their privacy rights under FERPA and should provide options for involvement should students wish to participate while also maintaining their privacy rights under FERPA.