

**IOWA STATE  
UNIVERSITY**  
**Office of the Senior  
Vice President and Provost**

**Faculty Professional Development Assignment (FPDA)  
Applicant Cover Sheet**

Applicant Information

Name \_\_\_\_\_ University ID # \_\_\_\_\_  
Rank and Title \_\_\_\_\_ Tenure status\* \_\_\_\_\_  
Department \_\_\_\_\_ College/School \_\_\_\_\_  
Faculty hire date \_\_\_\_\_ ISU Extension appointment?  Yes  No  
Appointment Type:  9-month  12-month

Briefly summarize your scholarly/creative interests and achievements of the past five years (estimated: 100 words).

\* An application from a probationary or a term faculty member must be accompanied by a statement from the Department Chair/School Director and Dean verifying that the person will be employed long enough to meet the payback obligation stated in the agreement.

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Previous FPDA(s) or Faculty Improvement Leave(s) Information

Have you had previous FPDA(s) or faculty improvement leave(s) from ISU?  Yes  No

If yes, when were you approved? \_\_\_\_\_

If yes, what were the beginning and ending dates of the previously approved assignment/leave?

\_\_\_\_\_

Describe the productive use and outcomes of any previous FPDA(s) or faculty improvement leave(s) from ISU. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current FPDA(s) Information

What are the beginning and ending dates of the requested assignment? \_\_\_\_\_

Indicate the academic period:     Fall Semester     Spring Semester     Academic Year

Note the location(s):  
\_\_\_\_\_

Have you sought other financial support?

Funding Source	Travel Funds		Subsistence Funds	
	REQUESTED	RECEIVED	REQUESTED	RECEIVED
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

FPDA Proposal Contents

1. Proposal Title

2. Project Abstract (approximately 250 words)

Summarize the proposed activity and the expected outcome of the activity. Describe how the award will benefit research/teaching/students and Iowa State University. Describe how the award will benefit the state of Iowa or society generally.

Use clear and concise language that would be understood easily by a layperson. Write the abstract in **third person** and in **active** voice (e.g., Professor Smith will complete research for her book on Shakespeare).

3. Project Description (maximum 5 pages, double-spaced)

Explain the project in terms that an educated reader from **outside** your field can understand.

Specify:

- a. Purpose and significance: Describe the nature and significance of the project, including a clear, concise statement of the objectives for the project and your aims in undertaking it.
- b. Work to be accomplished: Describe specifically what you plan to do during the award period. Where will you do the work? Identify persons (if any) with whom you will work.
- c. Projected results: What tangible results will your project have, what form will they take, and how and where will you share your results with others (e.g., publication, presentation, exhibition, classes)?

4. Justification (maximum 1 page, double-spaced)

How will the project contribute to your teaching (be specific with course titles, number of students taught)? How will it contribute to your own scholarly development? In what way does this project

require a time commitment beyond that involved in the normal activities encompassed in teaching, research, scholarship, and service?

5. Brief *Curriculum Vitae* (2 to 5 pages)

Include a brief (not your complete CV) of your professional employment, duties, and accomplishments. Include a selected list of your professional publications and creative works, with the correct sequence of authors for joint publications. Include other information relevant to evaluating the proposed assignment project.

6. Supervision of Graduate Students and Postdoctoral Research Fellows (maximum 1 page, double-spaced): A faculty member who is the major professor for graduate students or who supervises postdoctoral research scholars is responsible for their continued mentoring while on FPDA. Describe how mentoring on a regular basis will occur. This may include interaction at a distance by email, phone, teleconferencing (e.g., WebEx or Zoom), or other communication means, or identification of a substitute mentor for the duration of the leave.

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Understanding of Obligation to the University and the State of Iowa

If awarded this FPDA, you agree to submit an FPDA Final Report to your academic College upon completion of the FPDA. In a maximum of 3 double-spaced pages specify the following: (1) the nature and purpose of your project; (2) impact on your research direction and the research of graduate students supervised; (3) follow-up work and funding that resulted from the project (be specific with project titles, funding sources, and amounts of grants); (4) products, exhibitions, performances, and presentations resulting from the project (be specific with titles, journals, dates, and so forth); and (5) academic and instructional benefits attributable to the project (include course titles and number of students taught). This report must be forwarded by the Dean to the Office of the Senior Vice President and Provost by September 15 following completion of the assignment period.

I agree to return to active/paid service in the academic semester(s) following the FPDA for a period of at least twice the length of the assignment. I understand that if I do not complete this payback obligation then I shall pay the state of Iowa an amount equal to the total compensation (salary and benefits) received during the FPDA period, per Iowa Code 262.9(14). The payback requirement is the sole responsibility of the Faculty member and must be paid through personal funds. There is no allowance for university funds of any type to be used to pay or supplement the payback requirement.

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Applicant

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Date

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Reviewed by Department Chair/School Director's Signature

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Date

*Revised July 19, 2023*