

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4130  
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## RESEARCH AND INSTRUCTIONAL DEVELOPMENT

### 1. Endowment

The Citrus College Foundation and the Citrus Community College district will establish an endowment project for original research and instructional development. A full-time Citrus Community College District faculty member, hereinafter referred to as the recipient, will be relieved of regular duties to pursue this research and/or instructional development. The endowment shall be used to hire the certificated replacement staff as needed. This project is annually dependent upon the availability of sufficient funds as determined by the Citrus College Board of Trustees and the acceptability of a meritorious project as determined by the selection committee. This endowment project will in no way affect the regular policy of sabbatical leaves and will be granted solely on the merit of the project. The recipient will receive full salary and fringe benefits including retirement and insurance benefits.

### 2. Purpose of Endowed Research Project

The purpose of the Foundation endowed research project is to allow Citrus College faculty members to pursue original research and/or instructional development with no commercial application (unless that commercial application is approved by the selection committee.) It is understood that all materials developed under the auspices of this project are the sole property of the Citrus Community College District.

### 3. Application

Application will be made to the Office of Instruction. The application will contain pertinent information on the teacher's name, semester of intended research work, and an outline of the nature of the research including:

- a. Title of the project.
- b. Purpose of the work.
- c. Nature of the work with anticipated forms of the research materials.
- d. Expected outcomes.
- e. Benefit of the study to classroom instruction and students.
- f. Availability of developed materials to others on the Citrus staff.

4. Implementation

Application for this Foundation Endowed Research Project will be due December 1 of the school year preceding the award. The selection committee shall complete the selection process by January 15. The selection committee has the right to reject any and/or all project proposals. The name of the selectee shall be submitted to the Board of Trustees for approval at the next Board meeting. The recipient shall serve Citrus Community College District for a minimum of one academic year following the year of the project.

5. Selection Committee

The Committee shall consist of the Chief Instructional Officer (or his/her designee), two Foundation members and two faculty.

6. Report

The recipient shall submit a detailed report of the work completed to the Office of Instruction with ten copies for the Board of Trustees and Officers of the Foundation in appreciation of the opportunity and as an indication of the work completed. This report will be done prior to the last day of the semester following the semester of the project.

Adopted ..... 6/4/85