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# The Richard Lee Hoffman, Sr. Faculty Development Fellowship

## The Model Servant Leader

Richard L. Hoffman, Sr. was a thirty-four year veteran of the Mars Hill College faculty and administration. He came to Mars Hill in 1959 and served as Professor of History and Political Science, Vice President for Academic Affairs and Dean, and Assistant to the President. Dick Hoffman was a well-known educator serving as a lecturer at UNC-Chapel Hill and visiting scholar at Sanford University. In the 1960s he established Mars Hill’s first internship program. He was a world traveler, having spent the fall of 1985 in India where he met Mother Teresa and relatives of Gandhi. At the time of his death he was the project manager of a Title III grant at Mars Hill College.

*Dick Hoffman was the model servant leader. He inspired students and colleagues to reach out to meet the needs of others. Much of his joy came in causing others to realize their dreams.* Fred Bentley, Mars Hill College President 1966-1996

In his honor, former students of Dick Hoffman and the Hoffman family have established this fellowship to support the faculty’s continuous development and professional enrichment. The fellowship embodies Dick Hoffman’s legacy and his boundless joy in seeing others realize their dreams at Mars Hill.

## The Fellowship

The primary focus of this fellowship is to strengthen teaching and learning within the university and its community. The Richard L. Hoffman Fellowship is designed to fund an individual faculty member’s proposal to lead a structured campus-wide discussion around a book or theme related to teaching and learning. Special consideration will be given to proposals that engage the local and regional community. The fellow will be responsible for sharing his or her work with the university and its community.

Each year the Richard L. Hoffman Faculty Development Fellowship will be available to one full-time member of the university faculty. After serving as a faculty fellow, a recipient will become eligible again after four semesters. Faculty members selected for the fellowship will be expected to arrange meetings with interested faculty and to facilitate the topics of the discussion. The award includes a one-course release for the semester, a $250 stipend, and up to $650 for books, materials, and supplies. The fellow may elect to use the course release funds for travel to an academic conference on university teaching and learning. All proposals will be submitted to the Office of Academic Affairs by April 1st.

Selection for eligible candidates will follow three steps:

1. Following the fellowship guidelines, the candidate will identify a topic for faculty discussion and development.
2. Proposals must include a letter of support from the candidate’s department chair and a signature of support from the candidate’s division dean.
3. Proposals will be reviewed by the Deans’ Council.

Please know that special consideration will be given to proposals that engage the local and region communities in the participation and or delivery of the project.

## The Proposal Application

**Part One: Cover Letter**

Your cover letter must include the requested dollar amount, the mission of the project, an overview of the project’s highlights, and an overview of the proposal’s content.

**Part Two: The Proposal**

1. **Introduction**

In a 3-6 sentence introduction, summarize the proposal. This introduction should clearly articulate the purpose of the project and how it fits the priorities of the fellowship. If the project is to include a book discussion, please include the book title and author. If the project includes travel, please include the conference information.

1. **Statement of the Project Goals or Problem and the Mission**

In 2 to 4 sentences state the project mission and the program goals and objectives.

1. **The Campus and Community Context and Benefits**

In a paragraph describe the individuals involved in this project and how they will benefit from participating in this professional development. Identify any potential sources of resistance or potential barriers to the project and how this will be resolved.

1. **Candidate’s Capacity to Conduct the Project**

In a brief paragraph, define how much time will be devoted to the project by the candidate as well as by the participants.  Include a timeline that outlines the project from beginning to end.

1. **Evaluation Plan**

In a paragraph or two describe how the project will be evaluated, including sources of documentation and feedback used to determine effectiveness. Describe the results you expect to achieve and what “success” will look like at the end of the project.

1. **Budget**

Include a budget outlining all projected expenses (e.g., materials, books, supplies, food, travel, etc.).

1. **Project Support**

Attach a letter of support from the candidate’s department chair and the signature from the candidate’s division dean.

Use the following for the Dean’s Signature:

I have reviewed the candidate’s proposal and his or her department chair’s letter of support and I too support this proposal for the Richard L. Hoffman Sr. Fellowship.