

## Procedures for the Jepson Promise Initiatives

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**Background & Rationale:** The faculty and the Dean support the principles of the Richmond Promise. Implementing Principles I, IV and V of the Promise falls largely under the purview of the Schools. Recognizing that developing and implementing new initiatives consistent with the Richmond Promise may require support, the Dean has set aside funds for this purpose. This document outlines the process by which support may be obtained.

**Procedures:** Faculty members who wish to develop an initiative in line with the Richmond Promise should submit a brief description of their idea to the Dean. The proposal must provide information on the following:

- ❖ the idea, including a discussion of what makes it new and original;
- ❖ how the initiative relates to one or more principles of the Richmond Promise that fall under the purview of the Schools;
- ❖ how the proposal will benefit students and faculty at Jepson and UR;
- ❖ a schedule for implementing the proposal;
- ❖ anticipated expenses related to the proposals; and
- ❖ additional sources of support (in hand or anticipated).

Examples that are consistent with the Promise include: funds to take students on a trip associated with a class; support to develop new or team taught courses; and requests for equipment upgrades to support student and faculty research. Since faculty support for the development of FYS is provided by the Provost's Office, the Jepson Promise funds will not be used for that purpose. Jepson funds are nonetheless available to support new initiatives (such as travel or classroom speakers) as part of a FYS or any other class.

Priority will be given to proposals which have wide anticipated benefit, align tightly with the Richmond Promise, and have no other internal source of support. The Dean will consult with the appropriate committee (Academic, Scholarship or Student Affairs) to evaluate the merits of proposals.

**Amounts:** Ordinarily, awards are under \$500; a maximum of \$1,000 will be available for any one initiative in the first round.

**Timing:** The Dean will issue a call for proposals early in each semester and proposals are considered on a rolling basis.

Sandra J. Peart  
October 20, 2009

Revised by the Jepson Faculty on October 4, 2013