

## AOCLE CONTACT LENS FACULTY DEVELOPMENT PROGRAM

Revised 2/16/08

The AOCLE supports a faculty development program for contact lens faculty at the North American Schools & Colleges of Optometry. Program details are outlined in this document.

### A. **CONCEPT:** THE PURPOSE OF THE PROGRAM IS TO:

- 1) encourage the development of contact lens faculty or contact lens programs for AOCLE member institutions.
- 2) enhance the contact lens experience of optometry students in clinics or class.
- 3) increase the use of AOCLE faculty members as a resource for faculty or program development between Contact Lens Programs at AOCLE member institutions.

### B. THE PROGRAM PROVIDES MODEST GRANTS TO:

- 1) bring in an Instructor, typically a faculty member from another School or College of Optometry, to teach a new clinical skill or teaching technique to the contact lens faculty of the "host" institution.
- 2) send a Contact Lens Faculty member to another College of Optometry, Clinic, or Institution to learn and bring back to the rest of the Contact Lens Faculty and Staff:
  - a. a new skill
  - b. a different clinical technique
  - c. a different clinic organization plan
  - d. a collaborative research plan

### C. THIS GRANTS PROGRAM:

- 1) covers modest travel and basic lodging expenses for an AOCLE member for the purpose of contact lens faculty development or AOCLE institutional contact lens program development.
- 2) Applications must meet one of the following criteria:
  - a. Providing AOCLE contact lens faculty development
  - b. Enhancing the contact lens experience of our students.
- 2) Preference is given to applications that will potentially benefit a greater number of individual CL Educators and/or contact lens programs from different institutions.
- 3) This program is not designed to cover topics (and /or speakers) already supported by other programs, including industry-sponsored lectures/programs or the Academy CL Diplomate Section Speakers Bureau.
- 4) This program is not designed to fund research projects, but may be used to allow AOCLE members from two or more AOCLE Institutions travel support to develop collaborative research proposals. This would be especially true if it provided training to the less experienced AOCLE participants.
- 5) Hosting institutions that invite an instructor for the primary purpose of a guest lecturer should provide documentation that funding was not available through other sources.

D. GRANT EXPENDITURES:

- 1) Primarily to cover expenses such as "super-saver" travel, basic lodging and meals, etc. Excessive expenditures can be refused reimbursement by the Executive Committee.
- 2) This CL Faculty Development Program will be funded at \$10,000.00 per year. Funding levels would be determined each year by the Executive Committee.
- 3) As a principle, several smaller grants would generally be preferable to one or two larger grants as more faculty, students, and institutions would benefit from the support.
- 4) If formal lectures are provided as part of the program, they are to be reimbursed at no more than the current standard AOA CE lecture rates as determined by the Executive Committee.

E. GRANT APPLICATIONS:

- 1) Grant applications should include the following:
  - a) Goals related to faculty / program development
  - b) Proposed benefits
  - c) Agenda & activities
  - d) Itemized budget proposal
- 2) Applications should be submitted electronically (MS Word format) to the AOCLE Chair, who will forward it to the other Executive Committee members.
- 3) The deadline for applications is March 1 prior to the award year (fiscal year is July 1 to June 30).
- 4) Grant applications will be reviewed by the AOCLE Executive Committee, which consists of the Chair, Vice Chair, Treasurer, Secretary, and Communications Committee members.
- 5) Successful grants are funded based on merit as the budget allows. If grant requests exceed the budget allotment, unfunded grants can be reviewed the following year if requested by the applicant. Excess money is returned to the general fund at the end of the year.

F. REPORTING TO AOCLE MEMBERS:

- 1) Successful applications will be highlighted in the subsequent AOCLE Newsletter for reporting to the general AOCLE membership.
- 2) A one page written summary report of the completed project must be submitted to the AOCLE Chair. This summary will be included in the next AOCLE Newsletter and should include:
  - a. Actual activities completed
  - b. Outcomes: were proposed goals met?
  - c. Impact: how will this improve CL education?
- 3) Travel receipts and other expenses should be submitted to the Treasurer prior to reimbursement of expenses.
- 4) At the behest of the AOCLE Executive Committee, the grant recipient may be asked to present a summary of the program at an AOCLE workshop or meeting.