

Institutional Improvement Project Application AY 2026 - 2027

Background and Rationale

An Institutional Improvement Project “is a study or research [project] carried out by a faculty member during the course of a semester. The goal of the project is to improve support services, operation[,] and/or perception of the institution. A faculty member conducting an IIP shall receive 20% reassigned time. This reassigned time shall be part of the required load of the faculty member” (COSTA Master Agreement 12.8.1).

The Faculty Enrichment Committee will review applications for Institutional Improvement Projects after sabbatical applications have been reviewed and recommended for the following academic year. IIPs are awarded from sabbatical leave time authorized by the Board of Trustees for a given academic year (one semester of sabbatical leave time = 5 IIPs). The Faculty Enrichment Committee will announce to faculty how many IIPs are available for the following academic year after sabbatical application processes and recommendations are complete (typically by the end of March).

The Faculty Enrichment Committee will recommend IIPs based on criteria developed by FEC in consultation with the President/Superintendent.

An Institutional Improvement Project application (form attached) should:

1. Show clear need for the project at the unit, division, and/or institutional level;
2. Outline the parameters and goals of the IIP;
3. Show how the project will serve the needs of the unit, division, and/or institution;
4. Show how the IIP will meet one or more District Goals and/or Objectives;
5. Include clear assessment method to verify successful completion and effect of project

Applications for IIPs to be taken during AY 2026 - 2027 are due **Tuesday, March 17th, 2026 by 11:59 pm**. Applications should be sent as a single PDF directly to the FEC inbox, at fec@cos.edu.



College of the Sequoias

Institutional Improvement Project Application Form, AY 2026 - 2027

Print Name: _____

Division: _____

Date of last sabbatical: _____

Date of last IIP: _____

Applying for IIP for: Fall 20____ Spring 20____

Part 1: Application Narrative

Please attach a concise and clearly organized proposal for your Institutional Improvement Project. Your proposal should address the following areas:

1. The need for the project or the problem the project is trying to solve. In other words, what is your vision for the project?
2. The specific parameters and goals of the project. How will you accomplish your vision?
3. How the project will directly affect the unit, division, and/or institution. At the conclusion of the project, what do you hope is the effect?
4. How the project will meet one or more of the District Goals/Objectives, the Professional Learning Plan, equity goals/Student Equity Plan, and/or other documented District/departmental interests. How does your project align with COS and/or the goals of your division?
5. The methods by which the project will be assessed for its success and impact on the unit/division/institution. How will you measure your success?

Part 2: Human Subjects

	Yes	No
1. Does the IIP proposal involve interaction or intervention with live humansubjects? (If yes, please respond to questions 2 and 3 below.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Is your IIP proposal designed to produce generalizable knowledge? (Generalizable knowledge is that which can have predictive value for populations, subjects or situations other than the one being studied.)	<input type="checkbox"/>	<input type="checkbox"/>
3. Can the IIP proposal be described as a systematic investigation? (Follows step by step procedures organized according to interrelated ideas or principles evidenced by a research plan and objectives.)	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Applicant: _____ Date: _____

Signature of Division Chair: _____ Date: _____

Signature of Dean: _____ Date: _____