GUIDELINES FOR FACULTY PROFESSIONAL DEVELOPMENT FUNDING

1. All full-time and part-time teaching and library faculty are eligible to submit proposals. A faculty member interested in receiving funds should submit a proposal to his/her dean/director. The proposal must include a cover page and a detailed budget. The total amount awarded to each faculty member will be determined by the dean/director based upon the availability of funds. Notification to faculty will come from the dean/director’s office.
2. Faculty members may submit applications for as many professional development opportunities as they deem appropriate. If funding is available, partial funding may be awarded for additional opportunities. In the case of multi-author presentations, only one author will receive funding. Applicants should rank order multiple requests.
3. Funding can be requested to cover:
4. Costs related to activities that will directly advance professional productivity, including conducting original scholarly research; performing/exhibiting artistic work; participating in professional meetings/conferences on improvements of teaching, curriculum development and innovation; or exploring new teaching techniques (might be a subtopic or sub meeting within a larger conference).
5. Costs related to publication in appropriate refereed professional journals or presentations at appropriate professional meetings on improvements in teaching techniques and/or the techniques themselves.
6. Unusual costs (not normally funded otherwise) related to pedagogical or curricular developments.
7. Decisions and actual funding are based on:
8. Alignment with current institutional priorities (i.e., strategic planning at the School and College levels).
9. The significance of the proposed activity for the academic work of the faculty member.
10. The clarity of the proposal, including the budget.
11. An electronic copy of the paper/presentation submitted for consideration, as appropriate.
12. If funding is granted for a proposal that is contingent upon acceptance of a paper at a conference, then funding cannot be switched to another trip unless approved by the dean/director. If a conference proposal is not accepted for presentation, the proposal will not be funded.
13. Each faculty member should submit an electronic application to the appropriate dean or library director.
14. The dean or library director will form a committee who will evaluate all proposals. The dean/director will make funding decisions based on recommendations from the committee.
15. The availability of funding at the end of fall semester due to cancellations will determine whether a second call for proposals is possible. However, no funds will be held in reserve for late proposals.