



Faculty Professional Development Grants

Faculty Professional Development Grants are provided by the Provost's Office to assist full-time faculty members defray expenses related to their roles as educators and scholars and to support them in their tasks of teaching, research, and creative work. Faculty Professional Development Grants are of two types:

- A. *Professional Support Grants*
- B. *Presentation/Conference Grants.*

Professional Support Grants are available to all full-time faculty and librarians. Presentation/Conference Grants are competitive and available only to full-time faculty. Funding is administered by the Office of the Provost.

A. Professional Support Grants

Grant Guidelines:

Professional Support grant money is provided to help full-time faculty members and librarians defray expenses related to their roles as educators and scholars. These funds are designed to support faculty members in their tasks of teaching, research, and creative work. All ***active full-time faculty members and librarians*** are eligible for \$500.00 in developmental money this fiscal year (July 1, 2006-June 30, 2007).

1. The monies can be used for the following:
 - a) attendance at meetings of learned societies or professional organizations
 - b) membership dues for the learned societies or professional organizations
 - c) research projects
 - d) research materials
 - e) other professional development opportunities
 - f) musical scores, audio recordings, discipline specific software (not provided by school or department) required for course preparation or professional development
 - g) books, music CDs, video recordings required for course preparation or professional development with an authorized *Faculty Development Book/Video Purchase Form H2*.

Guidelines for Books/Scores/Videos/Audio/Software:

Purchase of books and/or videos for course preparation or professional development will be reimbursed **ONLY** if the Library feels the materials do not meet the criteria for the library collection. If it meets the Library collection criteria, the Library will immediately purchase the text/video and process it as soon as it arrives from the publisher, at which time the faculty member will be notified and may check it out. Book requests must be submitted to the Collections and Acquisition Librarian for determination of suitability for purchase by the Library. A copy of the signed form will be sent back to the faculty member as notification of purchase/non-purchase by the Library. If the requested material is not suitable for the Library to purchase, the faculty member may purchase it and be reimbursed for the cost from the Faculty Professional Development Funds.

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2. Funds may NOT be used to purchase office furniture, office supplies, regalia, regalia rental, or computer hardware.

Approval, Reimbursement, and Reporting Deadlines:

Approval for Professional Support: *April 15* file a **written statement for approval** on the use of funds to the Provost's Office. For Professional Support Grants see *Faculty Handbook Appendix H1* or <http://intranet/Forms/Academic Affairs Faculty Professional Development Grants>.

Reimbursement: *Receipts must be submitted by May 31* along with a Departmental Request for Disbursement form (*Faculty Handbook Appendix H5* or <http://intranet/Forms>).

- The expense must be incurred in the same fiscal year and the "goods" must be received in the same fiscal year as the grant reimbursement.
- The activity must occur within the same fiscal year as the grant, e.g. if you pay for a conference in May that you will attend in August, you may be reimbursed in August following attendance of the conference. You may not be reimbursed for an event after June 30 from this year's grant.

B. Presentation/Conference Grants

Grant Guidelines:

The Faculty Professional Development Presentation/Conference Grants, offered in fall, winter, and spring, are provided to encourage faculty to attend conferences where they have been invited to participate as a keynote speaker or panel member or to present a paper or poster of their research, scholarship, or creative activity. The maximum grant is \$500.00. This award may be added to the Professional Support funds allocated for each full-time faculty member by the Provost's Office. All **full-time faculty** (Librarians excluded) are eligible to apply either by October 1, January 15, or April 15.

An application must be accompanied by conference presentation documents which confirm acceptance of a paper/poster for presentation, or an invitation to be a conference speaker.

Applications must contain the following information:

1. Name of conference that applicant wishes to attend including when and where;
2. Purpose of attendance (presentation of paper or poster; invitation to serve as conference keynote speaker or panel member);
3. Impact of attendance on professional development of applicant;
4. Impact of research, scholarship, or creative activity on the discipline. (How will practice in the discipline be changed by applicant's research/scholarship?);
5. Acceptance of material for publication including, journal and date of expected publication.
6. Intent to submit for publication, including journal(s)
7. Budget, including contribution from department, school, and/or applicant's Faculty Professional Support Funds.
8. Attachment: invitation from the conference as speaker or acceptance of paper or poster.

The Faculty Professional Development Committee serves as the selection committee and forwards its recommendations to the Provost for final award decisions. The Provost will notify faculty in writing regarding approval or disapproval, and announce the awardees in the Provost e-mail.

Presentation/Conference grants are competitive. Consideration of competitive proposals may include prioritization as follows:

1. Faculty member is scheduled for a tenure or promotion review within the next year;
2. Faculty member has never applied;
3. Faculty member has previously applied but has been denied;
4. Faculty member has this research/scholarship accepted for publication.

Deadlines:

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Deadlines to apply for Presentation/Conference Grants: October 1 for summer and fall, January 15 for winter, or April 15 for spring to submit the application form to the Provost's Office. See *Faculty Handbook Appendix H3*, or <http://intranet/Forms>/Academic Affairs *Faculty Professional Development Grants*.

Reimbursement: Receipts must be submitted by May 31 along with a Departmental Request for Disbursement form (*Faculty Handbook Appendix H5* or <http://intranet/Forms>).

- The expense must be incurred in the same fiscal year and the “goods” must be received in the same fiscal year as the grant reimbursement.
- The activity must occur within the same fiscal year as the grant, e.g. if you pay for a conference in May that you will attend in August, you may be reimbursed in August following attendance of the conference. You may not be reimbursed for an event after June 30 from this year's grant.

Report on use of Presentation/Conference Grant funds must be submitted with reimbursement no later than May 31 on *Faculty Handbook Appendix H4* or <http://intranet/Forms>.