FACULTY DEVELOPMENT FUND
APPLICATION GUIDELINES

PURPOSE:

The purpose of Faculty Development Funds is to facilitate opportunities for faculty development and to encourage professional and creative growth. Faculty development is "an institutional process that seeks to modify the attitudes, skills, and behavior of faculty members toward greater competence and effectiveness in meeting student needs, their own needs, and the needs of the institution." Faculty development enables professional growth in the areas of organizational, instructional and personal development. These funds will allow faculty to enrich subject area knowledge, to extend an area of expertise, or to train in new instructional methods.

GUIDELINES:

Faculty development needs vary. Recently graduated assistant professors may need opportunities to learn about course development and teaching methods. Experienced faculty members may need opportunities to learn about recent developments in their areas of expertise. Veteran faculty members may need opportunities for learning how to integrate recent technology advancements into their courses.
The following are examples of the types of activities that will be supported by Faculty Development Funds:

1. Research to expand knowledge of one's area of expertise
2. Research to develop a course in a new area
3. Attendance at conferences
4. Participation in workshops
5. Enrollment in summer courses
6. Travel during sabbatical

Funding is not limited to the above examples, but an application for Faculty Development Funds should articulate how the proposal meets the criteria of "faculty development." The committee may fund all or a portion of a proposal that meets this criteria. **Only one funding application per faculty member will be considered each academic semester.**

Faculty Development Funds **will not** be granted for the following:

1. To assist in the completion of a graduate degree required to fulfill credential requirements for faculty employment. While funds may be used for coursework that contributes to a faculty member's continuing education, funds will not be awarded, for example, to complete the graduate requirements of a faculty member who is ABD,

working towards a PhD in the field in which he/she has been hired to teach.
2. Membership fees to professional organizations
3. Computer hardware or capital improvements

STIPULATIONS:

1. Full time faculty may apply for Faculty Development Funds.
2. Members of the Faculty Professional Interests Committee (FPIC) may apply for funds, but they may not participate in the discussion and evaluation of their applications. If a member of FPIC applies for funds, the remaining committee members may consult faculty in the applicant's department or division regarding the merits of the proposal.
3. While proposals are under consideration, committee members will maintain confidentiality with regard to the applicants and the details of the proposals.
4. At the completion of the funded project, recipients will share the results with colleagues. This can be done through a formal presentation, offering a workshop to colleagues, or other appropriate method, as specified in the applicant's proposal.

FPIC APPLICATION FACULTY DEVELOPMENT FUNDS:

Submit a proposal addressed to the Chair of the Faculty Professional Interests Committee including the following.

Name: _____

Department: _____

1) Explain in detail the goals of the project including the title, if accepted/pending (where applicable), dates and location:

2) Explain how the project meets faculty development using the guidelines criteria:

3) Include how the project would benefit students and/or faculty:

4) Submit an itemized budget of anticipated costs:

5) Specify the amount requested from the committee:

6) Detail any other sources of funding and how much awarded:

    Grants_____

    Other (please indicate source) _____

7. Explain how upon completion of the funded project you will share the results with colleagues. This can be done through a formal presentation, offering a workshop to colleagues, or other appropriate method, as specified in the applicant's proposal.

    Signature:_____   Date: _____