

Guidelines for Requesting Faculty Development Funds

Revised 09-13-04

1. Any Faculty Member who is currently teaching may apply for faculty development funds.
2. Full-time Faculty Members are eligible for up to \$1,200 every two-year contract cycle with the money being counted in the fiscal year in which it is encumbered. It is critical that Faculty Members understand that if the proper paperwork is not filed with the Business Office to encumber the funds during the fiscal year in which the Faculty Development Activity occurred that it will be counted in the following fiscal year. This could affect their eligibility for funds in the following two-year contract period.
3. Part-time and Adjunct Faculty Members are eligible for a pro-rated amount of funds based upon their teaching load for the previous Academic Year (Fall-Summer).
4. Funding may be requested for a variety of educational/professional development expenses. Some examples include, but are not limited to: workshops, conferences, classes, professional journals, memberships in professional organizations, books/materials, and other activities related to professional development, teaching, learning and leadership.
5. Faculty Members are eligible to use these funds for activities that may lead to column advancement.
6. Faculty members are expected to share with their peers the information they receive (in summary form) from the activity funded by Faculty Development Funds.
7. Requests for funding must be submitted to the Personnel Committee before an event in order to be considered for approval.
 - A. Ideally, requests should be submitted at least 30 or more days in advance.
 - B. If the committee receives the Request Form before the event but not in time to be considered at its last regular monthly meeting prior the event, it will still be considered. However, the Faculty Member must then pay for the activity herself or himself and seek reimbursement if and when the request is approved. Therefore, the person is taking a substantial risk that it may not be approved.
 - C. Requests after an event has taken place will not be approved—Don't even ask!

Faculty Development Fund Approval Process

STEP 1—Completed Form to Personnel Committee w/supporting documentation (Keep copies)

STEP 2—Personnel Committee Reviews and Recommends

STEP 3—Discipline Meeting or Faculty Meeting Reviews and Recommends

STEP 4—Vice-President of Academic Affairs Reviews and Approves

STEP 5—Copy of Approved Form Sent to Faculty Member and Business Office

STEP 6—Faculty Member Completes Purchase Order/SEMA 4 Forms for

Payment/Reimbursement & submits to Personnel Committee contact for signature

NOTE: Please use the new Faculty Development Request Form Revised in September of 2004