

## **Faculty Development Funds: Guidelines**

### **Shorter University**

#### **General Information:**

- The university awards Faculty Development funds through the Office of the Provost.
- Funds awarded to individual faculty members should be used to enhance the professor's own competence and improve the academic program/discipline to which the professor belongs.
- These awards will be contingent upon submission of required documentation of actual expenditures (including accommodations, travel, meals, etc.).
- Recipients should keep documentation of attendance and professional activities for funded events.
- All requests for funding should be made **before** the faculty member incurs any costs. Any expenditures resulting from unapproved requests are the sole responsibility of the faculty member.
- No reimbursements will be considered for denied requests.
- The approval of Faculty Development Fund requests is ultimately governed by the availability of such funds. Note: a faculty member may supplement any university funds awarded (which may not cover the entire cost of the activity) with grants and/or personal funds.
- Priority will be given to requests that include:
  - Required training and/or credentialing for the benefit of an academic program.
  - Opportunities for recruitment or further development of an academic program.

#### **Application for Faculty Development Funds:**

- Complete the form entitled "Request for Faculty Development Funds" that can be found on the *Provost's Page* of the university's website.
- The approval process for obtaining Faculty Development funds begins with the appropriate department chair. Upon approval of the chair, the request is sent to the appropriate dean. A request approved by the dean is sent to the Provost who will render a final decision based on the dean's recommendation, viability of the proposal, and the availability of funds.
- A request is not approved until all required signatures have been obtained. Notification of approval or non-approval will come from the Provost to the dean, who then informs the chair of the decision. The chair will communicate the decision to the faculty member.
- Once a request is approved, the faculty member must initiate the online P.O. submission process through his/her department (with corresponding documentation attached).

#### **Categories Considered for Receipt of Faculty Development Funds:**

- Professional conferences in which a faculty member has *significant* program responsibilities (presenting a paper, chairing a session, exhibiting a work of art, etc.). **Maximum award- up to \$750.**
- National or regional conferences/conventions in which the faculty member does not have program responsibilities. **Maximum award- up to \$500.**
- Workshops, training seminars, research, etc. that directly contribute to a faculty member's knowledge in his/her field and/or promotes effective and innovative teaching. **Maximum award- up to \$500.**
- On-campus workshops, seminars, or guest lecturers designed primarily for faculty audiences. **Maximum award- up to \$500 per event.**

**Request for Faculty Development Funds  
Shorter University**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School/College: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Description of Activity (attach additional information if necessary): \_\_\_\_\_

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Justification of Request/Proposal: \_\_\_\_\_

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Approved By:

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Provost: \_\_\_\_\_

Date: \_\_\_\_\_