

Faculty Development Grant FAQs

- **Who can apply?**

All full-time, multi-year contract faculty members can apply. Adjunct faculty with 3+ consecutive years (or 6 semestres) are encouraged to apply with the caveat that requests from full-time, multi-year faculty will take priority. Be sure to complete the correct form. It is available on the committee's website.

How much money is available to applicants?

The maximum amount is \$1,500. However, faculty can request up to \$2,000 which is contingent on the number of applications the Committee receives; otherwise, the maximum amount will revert to \$1,500. Either request amount may be used in combination with other funding, just be sure to include that information on the form.

- **Am I eligible for a \$1500 grant every year?**

No, faculty are eligible for a maximum of \$1500 over two academic years. For example, if you received a \$1500 grant in Fall of 2024, you are not eligible for funding in the 2025-26 academic year. Your next eligibility is in Fall of 2027.

- **Are there application deadlines?**

Yes, there are two deadlines to mark on your calendar. The committee reviews all requests for faculty development at two points in the academic year. The first round is during the fall semester, the second round is during the spring semester. Requests submitted in the fall are reviewed in early November; spring requests will be reviewed in March. The following deadlines will therefore apply for this academic year:

Fall Term Applications are due on or before Friday, October 10th, 2025.

Spring Term Applications are due on or before Friday, March 20th, 2026.

- **Are there reimbursement deadlines?**

Yes, there are two reimbursement deadlines:

- **Fall Deadline:** Approved **Fall applicants** must request reimbursement before May 31st of the *same academic* year (following calendar year). Awarded funds **will not** be available to Fall applicants after this date.
- **Spring Deadline:** Approved **Spring applicants** must request reimbursement between July 1st and December 31st of the same *calendar* year (following academic year). Awarded funds **will not** be available to Spring applicants after this window.

- **How do I access and fill out the form?**

Go to the Faculty Development Committee Website to access the Application which is a Dynamic Form. To fill out the form correctly, complete all fields, where applicable, and especially those marked with an asterisk.

- **What is the procedure for filling out the form?**

- **1.** Applicant completes the fillable Application for Faculty Development Grant form.
- **2.** If you expect reimbursement for travel, you must fill out a Travel Authorization Form in addition to the Faculty Development Application.
- **3.** Please remember to sign your form with an e-signature so that it will go through the workflow to your Dean to sign.
- **4.** Once your Dean signs the application, it will be forwarded to the Faculty Development Committee Chair.

- **Who can apply for Faculty Reassigned Time?**

All full-time, multi-year contract faculty members can apply. Be sure to complete the correct form. It is available on the committee's website.

- **How many Reassigned Time Awards are offered?**

There are **two (2)** Reassigned Time Awards offered.

- **Am I eligible to apply every year?**

No, if a faculty member was given Faculty Reassigned Time Award, then they are eligible to reapply over six years academic years. For example, if you were a recipient of a Faculty Reassigned Time Award in Spring of 2024, your next eligibility is Spring of 2031.

- **Are there application deadlines?**

Yes, there is a deadline to mark on your calendar. The Faculty Reassigned Application is always due in the Spring of the academic year. The Committee reviews all requests for Faculty Reassigned Time in February/March. The following deadline will therefore apply for this academic year:

Applications are due on or before Friday, January 30th, 2026.

- **How do I access and fill out the form?**

Go to the Faculty Development Committee Website to access the Application which is a Dynamic Form. To fill out the form correctly, complete all fields, where applicable, and especially those marked with an asterisk. The Guidelines are also available on the website.

- **What is the procedure for filling out the form?**

- 1. Applicants must meet first with their Dean regarding their interest in applying for reassigned time.
- 2. Applicant completes the fillable Application for Faculty Development Grant form.
- 3. Applicants choose the semestre for their reassigned time, which occurs

the following academic year.

- **4.** Please remember to sign your form with an e-signature so that it will go through the workflow to your Dean to sign.
- **5.** Once your Dean signs the application, it will be forwarded to the Faculty Development Committee Chair.

- **Who is my area representative?**

Each school has a representative on the committee. If you have questions about your project's viability or simply need help filling out the form, contact your area representative.

- Jennet Zerbe (Dance)
- Holland Berson (D&P)
- Rosemary Millar (Chair of Committee & DLA)
- Robin Christian-McNair (Drama)
- Darren Miller (Film)
- Christopher Sabolcik (HSAP)
- Tadeu Coelho (Music)