

Faculty Development Grant FAQs

Who can apply?

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

How much money is available to applicants?

Our largest award is \$1500 to be used within the specified period depending on the time of your application. This 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 2022, you are not eligible for funding in the 2024-25 academic year. Your next eligibility is in Fall of 2025.

Are there application deadlines?

Yes, there are two application 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.

The following deadlines will therefore apply for this academic year:

Fall Term Applications are due on or before Friday, October 20, 2023.

Spring Term Applications are due on or before Friday, February 23, 2023.

How do I access and fill out the application form?

The Faculty Development Grant application is a 'Dynamic Form'. The link to this form can be found on the committee website. To fill out the form correctly, you must complete all required fields before you submit.

What is the procedure for filling out the form?

1. Applicant fills out form in consultation with the area representative and signs it.

Please note that if you expect reimbursement for travel (see above on travel ban), you must fill out a Travel Authorization Form in addition to the Faculty Development Application.

2. Once the applicant submits the completed application it will automatically go to the area Dean for a signature.

3. The dean reviews/approves request. The dean provides a signature and submits the signed application to the Chair of Faculty Development.

4. The Committee evaluates each request for faculty development and sends its recommendations to the Provost for final approval.

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)

Bob Gosse (Film)

Jennifer White (HSAP)

Tadeu Coelho (Music)