

## **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 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 1 year of the award letter. 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 2018, you are not eligible for funding in the 2019-20 academic year. Your next eligibility is in Fall of 2020.

### **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 25, 2019.

Spring Term Applications are due on or before Friday, February 21, 2020.

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

To fill out the form correctly, you must first download the form and reopen it in Adobe Acrobat Pro.

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

1. Applicant completes the fillable Application for Faculty Development Grant form. Please remember to sign your form with an e-signature.

2. If you expect reimbursement for travel, you must fill out a Travel Authorization Form in addition to the Faculty Development Application.
3. Applicant emails the completed application to your Dean for an e-signature. Please cc your area representative (see below).
4. Dean forwards the application to the Faculty Development Committee Chair and cc the area representative.

**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.

Zachary Stevenson (D&P)

Jennifer White (HSAP)

Fanchon Cordell (Dance)

John Ferri (Chair of Committee & Music)

Rosemary Millar (DLA)

Robin Christian-McNair (Drama)

David Spencer (Film)