**Faculty Development Funds - Guidelines**

*College of Arts and Letters*

**Purpose**

* To provide funds for faculty development, especially for junior (tenure-track) faculty
* To provide some assistance with expenses related to faculty travel to conferences and professional events in cases where grant funding or other resources are not sufficient to support this
* To enhance the reputation of the College and the University in the greater research community

**General Information**

* There is not an allocated budget line for this purpose in the Arts and Letters budget
* Only one allocation per faculty member in the same academic year
* Once funds are exhausted, new awards will not be available
* Requests for funding may be submitted at any time up to the deadline for a particular round of funding (two rounds per fiscal/academic year)
* Dean and Associate Dean will review requests as they are received, and will normally respond with a decision within 1-2 weeks

**Deadlines**

* Applications may be submitted at any time up to the deadlines for travel between the dates indicated below:
	+ Round 1: Fall Semester (1 July – 31 December events)
	+ Round 2: Spring Semester (1 January – 30 June events)

**Eligibility**

* Full-time Tenured/Tenure-track Faculty and Lecturers in Arts and Letters departments

**Selection Criteria**

* Faculty rank (priority given to supporting tenure-track junior faculty)
* Importance/quality of event; benefit to faculty member and/or UT
* Active participation in meeting or conference (talk or poster presentation), performing,

or exhibiting

* Availability of Arts and Letters designated funds
* Availability of sufficient supporting funds from other sources

**Application Process**

* Complete and submit application form by the deadline, with all required information
* Incomplete applications will be returned without consideration

(Endorsement by Department Chair required)

COLLEGE OF ARTS and LETTERS

**REQUEST FOR FACULTY DEVELOPMENT FUNDS**

**Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** **of Event**/**Conference** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. APPLICATION ROUND (based on dates of travel) II. FACULTY RANK:**

 **Round I (July 1 – December 31) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_** Assistant Prof **\_\_** Associate Prof

 **Round II (January 1 – June 30) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_** Full Professor \_\_ Lecturer

 \_\_ Other (explain)

**III. Purpose of Request (check all that are appropriate)**

 \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_ Conference \_\_\_\_\_ Symposium \_\_\_\_\_ Research \_\_\_\_\_\_Contributed Talk

 \_\_\_\_\_ Professional Activity (elected officer, performance, exhibition, etc.) \_\_\_\_\_ Invited Keynote Review or Talk \_\_\_\_\_Invited Talk

 \_\_\_\_\_Poster Presentation \_\_\_\_\_Student Author/Co-Author \_\_\_\_\_ Other (explain)

# IV. Description of Request

Provide a brief statement that clearly describes the reason for your request for Faculty Development Funds. **Requests for Travel** should include the

 intended destination and purpose of the travel. Attach a copy of any material that will **verify** your participation in the requested travel.

# V. Detailed Budget

Provide an itemized list of the expenses that you expect incur for this travel.

 Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lodging: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 1) Total $ Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2) Minus other sources of funding (see Section VI below): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3) **Grand Total $ Requested from Faculty Development Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## VI. Other Funding Sources

List sources from which funds have been solicited for support of the activities included in this request.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Yes** | **No** | **Amt. Received (or Requested)** | **Comments** |
|  Grant support available to be used? |  |  |  |  |
|  Applied for Department Funds? |  |  |  |  |
|  Applied for Provost Office Faculty Development Funds? |  |  |  |  |
|  Have applied or will apply for Kohler funds. (International Travel Only) |  |  |  |  |
|  Other (e.g., SoVPA Funds, etc. - please specify) |  |  |  |  |
|  **Total Other Funding Sources:**  |  |  |  |  |

|  |
| --- |
| VII. Comments and Endorsement by Department Chair  SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |