

Tennessee Tech University

Guidelines for Requesting Professional Development Support from Faculty Development Fund

I. Purpose

The purpose of the Tennessee Tech Faculty Development Fund is to meet the mission of the university and to assist faculty in improving performance and support career advancement as educators and scholars. While the *Faculty Development Fund/Travel* is a source of support for conference travel and dissemination, the *Faculty Development Fund/Professional Development* supports faculty in pursuing professional development opportunities in areas such as teaching and learning, leadership, accreditation, assessment, and other strategic areas. This initiative directly supports Tennessee Tech's strategic plan, which emphasizes invigorating faculty through increased opportunities for development.

II. Eligibility

All full-time tenured and tenure-track faculty members are eligible to receive support from the Faculty Development Fund. Lecturers who are involved in scholarly activities are also eligible. Other ranks will be considered on a case-by-case basis. Those faculty in tenure-track positions or those who are eligible for promotion in ranks will be prioritized based on funding availability.

III. Qualifying Professional Development Events

This Fund provides support to the faculty member who is participating in a significant professional development opportunity that is linked to the strategic mission of the department, college, or university. These opportunities may include workshops, institutes, short courses, and related activities that enhance the professional development of the faculty member.

IV. Request Process

Please keep in mind that proposals may be reviewed by people who may not be familiar with terms commonly used in your field. A full, clear explanation is important. Please complete the application linked below including the following items.

- A. A completed Faculty Development Fund Request. A list of form questions can be found here.
- B. All requests will be sent through the various (Chair/Director to Provost) based upon request specifics and funding needs.

- C. The Faculty Development Fund is intended to supplement academic unit funds, therefore it is strongly encouraged that the department/school, college, center(s) of excellence, and research grant provide primary financial support.
- D. Signed application forms and supporting documentation should be submitted via the form linked above.
- E. Approval of travels is based on available funds and is an on-going process. Upon approval, faculty will be responsible for paperwork associated with reimbursement.
- F. Once approved, Tennessee Tech University affiliation and the Center for Advancing Faculty Excellence should be acknowledged on any presentation, poster, and/or publication.

Please note that the form has a section, which must be completed, that includes a statement explaining how the proposed activity will contribute to your professional development.

Upon completion of the funded professional development activities, recipients will submit a 300-500 word statement that details how the funds were used and current and future plans for integrating the professional development into the goals of the individual, department/school, college, and/or institution.

V. Criteria

The following criteria will be taken into consideration in reviewing the proposals:

- Will the proposed activity directly and specifically enhance the professional development of the applicant?
- Will the proposed activity contribute significantly to the strategic goals of the department/college/university?
- Has the applicant received support/contribution from the department/school and college?

Please note that the funding for this program is limited, awarding of funds is competitive, and all awards are made at the discretion of the Office of the Provost.

Although the funding for the Faculty Development Fund is limited, we encourage faculty to take advantage of the available resources. For any questions pertaining to these guidelines, please contact the Center for Advancing Faculty Excellence at cafe@tnitech.edu.