

## Guidelines for Allocating CAS Faculty Development Funds

(revised Oct. 2016)

**Purpose:** To enable faculty members to attend conferences, workshops, or seminars, where participation enhances the academic program of the department or college.

**Amount of Awards:** Up to **\$2,000** for tenure-track faculty members, up to **\$1500** per proposal for tenured faculty members, and **\$1000 for lecturers** (depending on total funds available) per 24-month period (see below).

**Eligibility:** Applicants must be tenured or tenure-track faculty members or lecturers in the CAS.

### Application Process:

- Faculty member sends to the department chair a 1-2 page proposal (no more than 500 words including budget and factual details) that includes:
  - Name, location, and date(s) of the activity
  - Explanation of how the activity will benefit the academic program and/or the applicant's career
  - Estimated costs, including, as a minimum, registration, transportation, and lodging (excluding meals)
  - Extent of support from other sources
  - Indication of whether or not partial funding would be accepted.
- Department Chair forwards the application(s) to the Dean's office, along with a one-page letter of support that indicates whether or not the applicant is tenured (or a lecturer), and comments on (a) the proposed activity's potential benefit to the academic program and (b) how vital this grant would be to the applicant's career. If there is more than one application from the department, the chair ranks them.

**Deadlines for Submission to the Dean's Office:** The first day of September, December, March, and May (by noon the following Monday if the first day falls on a weekend) of each year.

**Review Committee:** The applications will be reviewed and awards recommended to the Dean by a representative subcommittee of the Executive Committee--i.e., one representative from each of the following departmental groups: (1) Biology, Chemistry, and Earth Sciences; (2) Physics and Mathematics; (3) English, History, and Foreign Languages; (4) Sociology/Political Science and Communication.

**Criteria:** Proposals will be ranked by their potential for improving the academic program and their importance to the applicant's career. Regarding proposals considered equal in all other respects, preference will be given to those by faculty members who are untenured and/or unable to undertake the proposed activity without support from the College.

**Contingent Awards:** Faculty are encouraged to submit applications for funding even while awaiting final approval of a conference paper, acceptance to workshop or seminar, etc. The committee may make an award contingent on such approval or acceptance, and must receive confirmation before the next proposal deadline.

**Limits on Funds Awarded and Resubmissions:** (1) When requesting funds, a faculty member will be eligible for no more than **\$2,000** (if tenure-track), **\$1500** (if tenured), and **\$1000** (if a lecturer) during any 24-month period, extending back from the first day (as indicated on the "Departmental Requisition for Travel") of the event in the current request for funds. (2) The same proposal may be resubmitted no more than once in a 12-month period.

**Accountability:** No later than one month after the activity is concluded, each awardee will send to the Dean a 1-2 page report evaluating the experience and explaining how the results will be disseminated to colleagues.