GUIDELINES: CSU FACULTY DEVELOPMENT FUND

The University annually awards Faculty Development funds through the Faculty Development Committee. Allocation of funds requires the approval of the Vice President for Academic Affairs. Faculty Development funds are not intended to replace the department Travel Budget.

Funds awarded through the Faculty Development Committee should:

- enhance the faculty member’s teaching competence or scholarship
- improve the current curriculum,
- be distributed among as many academic disciplines and as many faculty members as resources will allow.

To apply for Faculty Development Funds:

- Obtain and complete the form “Request for Faculty Development Funds.” The form is available from your department secretary. It is also available on the Faculty Development webpage, which is found under the Quick Link to “Faculty and Staff.”
- Attach a short paragraph addressed to the Faculty Development Committee explaining how funding will help enhance your teaching competence or scholarship or improve the current curriculum.
- Attach supporting documentation (conference/workshop brochures or other literature) that describes in some detail the event to be funded.
- If traveling, obtain and complete the form “Travel Request.” The form is available from your department secretary. It is also available on the Faculty Development webpage, which is found under the Quick Link to “Faculty and Staff.”
- Submit completed forms to your department chair, who will forward the forms to the appropriate dean.
- Deans will forward forms to the secretary of the dean of Humanities and Social Sciences, who will coordinate approval with the Faculty Development Committee. Do not submit forms directly to the Faculty Development Committee.
- Be aware that faculty members can only receive up to $1,500 per year in total Faculty Development Funds, but this amount can be spread across different categories.

Reimbursements and additional funding:

- Faculty Development recipients must submit their receipts for reimbursement within 30 days of their return from an event or by May 15, whichever comes first, or they will not be reimbursed.
- After April 15, the Committee will review all requests from the previous eleven months that were not fully funded and consider awarding additional monies as funds allow. These awards will be contingent upon submission of required documentation of actual expenditures, including accommodations, travel, gas, and meals. Recipients should keep documentation of attendance and professional activities for funded events.

Category I: Conference and Workshop Funding With Program Responsibilities

A. To be funded for conference, workshop or short course attendance in this category, a faculty member should have significant program responsibilities such as presenting a paper, chairing a session, moderating a panel, serving as an officer of the organization, or fulfilling other responsibilities as the Committee may deem appropriate. In certain disciplines (i.e., art, drama, music), other types of professional activity such as entering a work of art in an exhibition or performing in a theatrical production may be the equivalent of a paper presentation and should be treated as a Category I request. The maximum award in Category I is $1,500 per year.
B. Faculty members requesting funding in this category are encouraged to submit supporting documents, such as flyers or brochures, to help the Committee reach a decision regarding funding.

Category II: Conference and Workshop Funding Without Program Responsibilities

A. The Committee will also consider applications for funding to attend national or regional conferences/conventions, workshops or short courses where the applicant does not have program responsibilities. The maximum award in Category II is $1000 per year.

B. Faculty members requesting funding in this category are encouraged to submit supporting documents, such as flyers or brochures, to help the Committee reach a decision regarding funding.

Category III: Research

The Committee will consider funding applications for independent research. Research projects should:

- enhance the faculty member’s knowledge of his or her field, and;
- contribute to the body of knowledge of that field, or;
- promote effective and innovative teaching.

It is not the intent of the Committee to provide funding for release time or to fund research activities considered a normal part of course development.

Faculty members are encouraged to contact the Director of Grants in order to seek other sources for research funds. Proposals should be thoroughly documented and include a detailed budget of expenses. A written report of the results of the research must be filed with the appropriate academic dean and the Provost. The maximum award in Category III is $1000 per year.

Category IV: On-Campus Workshops, Seminars, Guest Lectures

A. The Committee may allocate funds to sponsor on-campus workshops, seminars, or guest lectures designed primarily for faculty audiences. In these instances, the Committee may determine that it is more cost effective to bring presenters to campus where many faculty may participate than to send one or two individual to a conference.

B. Applications will also be considered from departments and committees wishing to arrange and sponsor guest lecturers in their respective areas. These presentations should be designed primarily for faculty audiences. The maximum award in Category IV is $1000 per event. Additional amounts will be considered if funds are available and with the approval of the Vice President for Academic Affairs.

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