

## **FACULTY DEVELOPMENT SUPPORT FUND INSTRUCTIONS**

The Center of Excellence for Teaching and Learning provides the Faculty Development Support Fund (FDSF) for requests that will demonstrably improve/increase one's teaching, pedagogy, and professional development. These funds may be used for (1) travel to conferences at which the faculty member is not presenting; (2) training, workshops, and certifications; (3) vital supplies and equipment that cannot be obtained through existing channels; or (4) other kinds of pedagogical and professional development.

### Fund Limitations

1. Each faculty member is limited to two FDSF grants per academic year.
2. Faculty may receive no more than \$1000 in FDSF support per academic year.
3. For FDSF travel grants to fund conference attendance, faculty may only apply for those at which they will not be presenting (otherwise, faculty should apply to the Faculty Scholarly Support Fund).
4. For all travel, domestic and international, FDSF grants will pay for a maximum of three nights of lodging and four days of meals.
5. FDSF monies cannot be used to purchase computers, tablets, or other hardware that should be paid for by department or college budgets—no budget line requests
6. FDSF grants will be limited to proposals that cannot be funded via other sources.

### Funding Priorities

1. Proposals that demonstrate strong chair and departmental support. Matching funds (such as a 15% match) and in-kind support are examples of strong departmental support that would increase the odds of receiving full funding.
2. Proposals from non-tenured and junior faculty.
3. Proposals that clearly demonstrate how the funds will be used to improve faculty as teachers and their contributions to SUU—both pedagogical (emphasis on students) and professional (emphasis on peers)
4. Requests that are time sensitive or unique opportunities
5. Proposals for unique, essential supplies, software, and equipment (see “Fund Limitations” #6 above)

### Proposal Requirements

1. Applying faculty must first read and understand this set of limitations, instructions, and guidelines.
2. The faculty member must then fill out an electronic copy of the FDSF Proposal, including
  - a. an exact and detailed description of how the conference, travel, or other funding request will directly improve the faculty member's teaching or benefit the faculty member in his/her pedagogy, professional development, and/or ability to serve students;
  - b. department chair comments, demonstration of support, amounts of matching funds, and required “electronic” signature (applying chairs must have dean comments and support); and
  - c. a budget breakdown explaining each cost and emphasizing the source(s) of other funds.

### Other Guidelines

1. In the case of multiple grant requests or multiple faculty members, separate proposals must be submitted for each.
2. Grant proposals must be submitted by the posted deadlines or they will not be considered; incomplete proposals will also be rejected.
3. Retroactive travel and other expenses will not be considered.
4. The awarding of grant funds is viewed as a contract between the faculty member and the FDSF committee; any deviation from the proposed use of funds requires committee approval.
5. Grant recipients must remain in the employment of SUU for at least one academic year after the grant is funded or return the full amount of the grant award.
6. Awarded faculty must present the results of their proposals to other faculty at the annual SUU Festival of Excellence or at a future training or workshop meeting to be eligible for future FDSF grants.