Faculty Development Funds - Guidelines

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 in the Natural Sciences & Mathematics 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 & Lecturers in Natural Sciences & Mathematics departments

Selection Criteria

- Faculty rank (priority given to supporting tenure-track junior faculty)
- Importance/quality of event; benefit to faculty member and/or UToledo
- Active participation in meeting or conference (talk or poster presentation), demonstration, or exhibiting
- Availability of Natural Sciences & Mathematics 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
- Submit completed application to Rita Yunker, ***rita.yunker@utoledo.edu***

(Endorsement by Department Chair required)
REQUEST FOR FACULTY DEVELOPMENT FUNDS

Department _____ **Date of Event/Conference** _____

Name _____ **Date** _____

I. **APPLICATION ROUND (based on dates of travel)**

Round I (July 1 – December 31) _____

Round II (January 1 – June 30) _____

II. FACULTY RANK:

__ Assistant Prof __ Associate Prof

__ Full Professor __ Sr. Lecturer

__ Assoc. Lecturer Lecturer

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 ($750 max.):** _____

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:				

II. **Comments and Endorsement by Department Chair**

SIGNATURE _____ DATE _____