**Faculty Professional Development Fund**

**Application Guidelines and Forms**

**2014-2015**

**Purpose:**

Faculty within the academic unit may be awarded Professional Development funds (FPD) for travel to professional meetings and conferences that align with the College’s or department’s mission, priorities and goals.

**Eligibility:**

***Who may apply for an award?*** Edison State College facultymembers who work for the academic unit may apply for an award from the Faculty Professional Development fund.

***What may an award be used for?*** Successful applicants may use an award to cover

participation in conferences, workshops and seminars; in-service training, consulting in one’s area of expertise, presentation of art or music, serving on juries or as a judge for professional organizations, travel expenses, and/or any other direct costs associated with the approved training or professional development activity. It is recognized that there may be additional types of expenditures appropriate for the use of Faculty Professional Development funds. Edison State College will not approve the use of Faculty Professional Development Funds for food and entertainment, gifts, personal items for the office, reimbursement for student expenses, and items that neither enhance the classroom experience nor provide professional experience for the instructor. Ineligible expenses also include services for work that cannot be separated from personal use, such as cell phones and/or cell phone plans and internet services at home.

***How often may an individual apply?*** Individuals may apply as often as they wish and by the published deadline.

***What is the maximum award amount?*** The maximum amount that will be awarded to an individual for all travel within the budget year (July 1 – June 30) is $3,000.00. Recipients of FPD travel funds may not request payment for expenses that exceed the amount awarded. **Any expenses incurred in excess of the awarded amount must be paid by the individual or another college funding source.**

**Application Deadlines:**

Applications will be reviewed at three points during the year. In order to ensure adequate time for review and decision-making, applications for travel during the fall semester must be submitted for consideration no later than the second Friday in September. The deadline for applications for spring travel is the second Friday in November, and the deadline for applications for summer travel is the second Friday in March. Receipts for summer travel must be submitted by June 30th. Award determinations will be made by the Professional Development Committee at its meeting in September (distribution of awards for fall travel), November (distribution of awards for spring travel), and March (distribution of awards for summer travel), and notification of award will be sent promptly thereafter. Faculty members are encouraged to seek prior approval before purchasing airline tickets or agreeing to participate in activities, to ensure FPD funds can be used.

**Application Procedure:**

To be considered, applicants must submit both the FPD Travel Funding Request form with supporting documentation, and the FPD Travel Funding Request Worksheet. Both of these are attached to this document and available on the Document Manager under Vice President, Academic Affairs. Applications must be approved by your department chair and Dean, and then must be submitted to the office of the Vice President, Academic Affairs/Provost.

**Application Review Process:**

The annual budget for FPD will be divided into three separate funds according to the following percentages: 40% of the budget will be used to fund travel during the fall semester, 40% of the budget will be used to fund travel during the spring semester, and 20% of the budget will be used to fund summer travel. Any unused money from one semester will automatically roll over to the next semester. When selecting applications to be funded, the Professional Development Committee will rank applications based on the rubric included in the Travel Funding Request form.

**If your request is approved, please note:**

**Before Travel:** All travel arrangements are made by the traveler. Please contact your department staff assistant to prepare a Travel Authorization form.

**After Travel:** Submit original receipts and official program/brochure to your staff assistant to prepare a Travel Reimbursement form

**Requirements of an Award Recipient:**

Award recipients are expected to make a contribution to the intellectual climate of the school by using their professional development opportunity to fuel the development of new curriculum or course materials, provide a workshop/community of practice in the Teaching and Learning Center, or inform participation in a community outreach event.

FPD TRAVEL FUNDING REQUEST

**Traveler Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of Travel:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount Requested (based on FPD Travel Worksheet): $**

**FPD Travel Award Ranking Rubric**

Circle the point value for each criterion. Please attach supporting documentation where necessary.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Yes** | **No** |
| Will you be presenting your work, or have you been invited to serve as a representative of the college in an official capacity? Please attach documentation. (If you have submitted your work but have not received a response yet, please count 10 points)  | 30 | 0 |
| Is this professional development experience an opportunity to retain or obtain new professional credentialing in your field? Please attach documentation or provide a written explanation below. | 30 | 0 |
| Will this professional development opportunity improve your teaching? Please provide a written explanation below. | 10 | 0 |
| Will this professional development opportunity enhance your content knowledge? Please provide a written explanation below. | 10 | 0 |
| Have you made a plan to share your experience and information gleaned through a TLC workshop, Community of Practice, or department meeting upon your return? To receive these points, you must submit with your application a print-out of the completed Workshop Proposal Form, available online at http://www.edison.edu/tlc/workshop. | 15 | 0 |
| If awarded, will this be the first travel award ever granted you by the college? | 10 | 0 |
| If awarded, will this be your first travel award received this budget year? | 10 | 0 |
| Did you receive a travel award in the last budget year? | 0 | 5 |
| Are you aware of any other faculty in your department applying for an award for this conference/professional development opportunity? Please note: these points may be adjusted by the committee based on other applications received. | 0 | 10 |
| **Total Points:**  |

**Written Explanation of Potential Benefits**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Traveler**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Department Chair**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Dean**

|  |  |  |
| --- | --- | --- |
| **Decision of the FPD Travel Committee:** | **APPROVED** |  **NOT APPROVED****(see attached explanation)** |

# \*Please note: The Professional Development Committee reserves the right to modify your point total, above, based on information at the committee’s disposal (e.g., in regard to receipt of previous travel awards, special conference criteria, etc.).

# FPD TRAVEL WORKSHEET

NAME: \_\_\_\_\_\_\_\_\_\_ Banner ID or SS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPART: / / M T W TH F SA SU TIME: AM / PM

RETURN: / / M T W TH F SA SU TIME: AM / PM

FROM CITY: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TRANSPORTATION |  |  |  |  |  |
|  Air Fare\* | $ | \* Air Fare to be paid by P.O. |  |  |  |
|  Rental Car\*\* |  | \*\* P.O. Enterprise  |  |  |  |
|  Rental Car Fuel |  |  |  |  |  |
|  Mileage @ $ .44.5 cents Map-Round Trip:  |  |  |  |  |  |
|  Parking |  |  |  |  |  |
|  Taxi / Airport Limo |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL:** |  |  |  |  | **$**  |
| LODGING |  |  |  |  |  |
|  Hotel  Rate $[RATE] Nights = $ [TOTAL] | $ |  |  |  |  |
|  Hotel Lodging Tax (est.) | $ |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL LODGING:** | $ |  |  |  |  |
| MEALS | Day 1  | **Day 2**  | **Day 3**  | **Day 4** |  |
|  Breakfast $ 6.00 |  |  |  |  |  |
|  Lunch $ 11.00 |  |  |  |  |  |
|  Dinner $19.00 |  |  |  |  |  |
| $80.00 per diem all day |  |  |  |  |  |
| DAILY TOTAL: |  |  |  |  |  |
| **TOTAL MEALS**: | $ |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL LODGING & MEALS:** |  |  |  |  | **$**  |
| OTHER |  |  |  |  |  |
|  Registration  | $ | \*\*\*To be paid by check |  |  |  |
| **TOTAL:** |  |  |  |  | **$** |
|  |  |  |  |  |  |
| **PAGE TOTAL:** |  |  |  |  | **$** |