



2018-2019 Faculty Development Fund Guidelines

Glenville State College maintains a Faculty Development Fund to be used by full-time faculty for professional development activities, which is administered through the Office for Academic Affairs.

Professional Development Funds support campus-wide professional development activities and on-campus workshops, scholarship, research, writing and publication, attendance at professional meetings, conferences, workshops, and other activities that enhance teaching and learning. **Emphasis is placed on developing and enhancing teaching, research, and service opportunities for faculty that directly impact the quality of instruction and learning at Glenville State College.**

Professional development funds may be requested to enhance and increase faculty teaching, scholarship, and research. The following types of activities illustrated these categories:

Presentations appropriate to one's academic/artistic expertise (such as presentation at discipline-related national or regional conferences)

Artistic production, performance, and composition

Research activities leading toward publications, presentations and/or grant proposal development

Participation at discipline-related conferences or meetings appropriate to one's academic/artistic expertise

Professional development funds may not be used for tuition, membership in professional organizations, the purchase of textbooks, student travel and student participation.

Proposals for funding must be submitted on Faculty Application for Professional Development Funds and sent to the Office of Academic Affairs (<http://www.glenville.edu/mygsc/forms.php>). Academic Affairs will consider requests for events occurring between June 1, 2018 and May 31, 2019. Funds will be allocated according to the requests and the availability of funds. Faculty must submit their funds request as soon as possible and at least a month in advance of the event if they want to be assured of consideration for funding.

When calculating funding requests for travel, the current reimbursement rate for mileage is \$0.545/mile. Per diem allotment for food is \$35.00 per day in-state (for travel more than 1 day) and \$50.00/day out-of-state. If the meeting or conference provides meals as part of the registration fees, then you cannot claim the full per diem. Hotel costs will be reimbursed up to \$250.00/night.

Level of funding for travel to meetings and conferences

The maximum level of an award for conference participation (not presentation) will be \$500.00.

The maximum level of an award for conference presentation will be \$1,000.00. This amounts and the number of funding requests will depend on the number of applications and the total amount of funding
August 21, 2018

available.

An individual faculty member may submit as many applications as she or he chooses. However, the maximum award for a faculty member will not exceed the maximum award determined for one conference presentation or participation, whichever is applicable.

This is the first call for requests for funding for the 2018-2019 Academic year. The funding requests will be rolling so there is no deadline in applying for funds.

It will be up to the discretion of the Office of Academic Affairs to determine the amount awarded in response to each funding request up to the maximum allotted. The maximum level of funding is established annually and included Fall and Spring requests. If you have any questions, please contact the Office for Academic Affairs. **Faculty awarded professional development funds must submit a brief report, purchase requisition, travel expense settlement form, and expense voucher (if appropriate) to the Office for Academic Affairs within two weeks following the conclusion of the funded activity. All receipts and reimbursement requests must be submitted no later than June 15, 2019 to ensure reimbursement. Receipts and reimbursement requests submitted after June 15, 2019 are not guaranteed reimbursement and requests submitted after July 1, 2019 will not be reimbursed.**

August 21, 2018