

BATTEN UNIVERSITY

Faculty Funding Guidelines

The School Deans, via the Office of Academic Affairs, administer Faculty Development funds to support faculty participation in professional conferences, workshops, and other professional development opportunities. Additionally, faculty can apply for funds for course enhancement, particularly that supports innovative or technology based instruction. Faculty can also apply for funding for pedagogical workshops or other activities that they feel will support their professional development. All of these requests are administered by the School Deans, via the Office of Academic Affairs.

Faculty can apply for funds as early as June 1 (for the next fiscal year) and should apply for support as soon as they identify the need. Applications should be made no later than February 15 to receive full consideration, applications made after February 15 may not be as fully funded, and applications made later than April 15 are unlikely to be funded.

Regardless of the date of application, once the budgeted funds are exhausted, no additional professional development funding will be available for any reason. Due to funding limits, the process may be competitive in nature. We are less likely to fund attendance at conferences when you are not presenting a paper. While we recognize that these are important opportunities to network and remain current in your field, with limited resources we have to prioritize requests.

The standard turnaround time for requests is two weeks, so please apply well in advance and notify your school Dean directly in the case of a last minute submission.

The following guidelines explain how one applies for and receives funding.

Note: Funding for summer research projects should be requested via the summer faculty development grant program.

GUIDELINES

Eligibility

Full-time teaching faculty are eligible to receive funding to participate in professional organizations and conferences. Faculty on Sabbatical are eligible to receive funds while on leave. Academic administrators or faculty pursuing development in support of an administrative/institutional initiative should seek funding through other programs.

Process for applying for funding

To apply, faculty should complete the on-line conference funding application form, which submits the form to your school Dean via the Office of Academic Affairs. Note that a copy of this form will be provided to the faculty member's Department Chair. When faculty will need to miss class to travel to a conference, they should consult directly with their Department Chair in respect of how his or her absence from campus and classes will be covered.

If a faculty member becomes unable to use approved funding, please contact your Dean as soon as possible, so that those promised funds can be allocated to other requests.

Purpose and Parameters

Funding to support faculty research and development This funding supports professional conferences, conventions, or workshops supporting faculty scholarship and pedagogy. There are no geographic limits on travel. To the extent that funds are available, conferences will be funded in relation to these limits:

Faculty formally participating in a conference or seminar (i.e., presenting a paper, giving a poster presentation, moderating or otherwise participating in a panel discussion, or acting as an officer of the professional organization):

Up to \$1500.

Faculty attending a conference or professional workshop but not formally on the program.

Up to \$500.

Membership in a professional organization.

Up to \$200.

Funding to support faculty teaching and development

This funding supports course enhancements, instructional workshops, and other endeavors that support faculty teaching. To the extent that funds are available, requests will be funded in relation to these limits:

Course enhancements (i.e., tools that support innovative or technology based instruction, course packs, course materials, etc.)

AND/OR

Faculty attending workshops or other instructional events that develop pedagogical knowledge that helps faculty teach more effectively.

Up to \$500.

The individual annual funding cap is \$1500. Faculty can combine different categories of funding up to the limits described above, but the total for a given fiscal year cannot exceed \$1500.

Eligible expenses include travel (e.g., airfare, personal automobile expenses reimbursed at an institution-established rate); registration; hotel, tolls, meal expenses (excluding alcohol) to \$25/day, and other expenses as approved.

Where faculty elect to bring family along, faculty should request reimbursement for only those costs that would have been incurred as a solo traveler (e.g., for a single room). In the same way, a faculty member electing to fly indirectly to a conference site or otherwise extend travel plans for personal reasons will be reimbursed only for the expenses that would have been incurred without those personal extensions.

Process for paying expenses and receiving reimbursements

To the extent possible, travel arrangements should be made directly through the Director of Purchasing in the Finance Office. She can assist faculty in booking air travel and hotels and pay such charges directly. For expenses that cannot be paid in advance, the Director of Purchasing can issue a purchasing card in the individual's name that can be used for other approved expenses. Where a purchasing card is not used, an individual can be reimbursed for expenses by completing a check request form (available through the Finance Office), itemizing the expenses. To expedite purchases and reimbursements, your Dean will provide a copy of approved expenses to the Finance Office, such that individuals seeking reimbursement can attach receipts to that form, sign it, and forward it directly to the Director of Purchasing for processing. Only expenses pre-approved and within the limits of the funding approved can be reimbursed through this expedited fashion. Note that reimbursements are only issued *after* travel has been completed.

Discrepancies will be forwarded to the respective Dean for review.

In addition to providing receipts for reimbursement, faculty are responsible for supplying receipts for all expenses charged to the purchasing card (or, where issued, the University credit card) within one week. Mileage can be documented by a Google Maps or equivalent print out of the most efficient route from the University to the conference destination. VWU Visa cards with receipts for all Visa purchases should be returned to the Director of Purchasing ASAP upon return to campus; requests for reimbursements of self-paid expenses should be made within 15 days of the expenditures.