

## Tennessee Tech University

### Guidelines for Requesting Professional Development Support from Faculty Development Funds

#### I. Purpose

The purpose of the TTU Faculty Development Fund is to meet the mission of the university and to assist faculty in improving their capacity and performance as teachers, scholars, and university citizens. While the *Faculty Development Fund/Travel* is a source of support for conference travel, the *Faculty Development Fund/ Professional Development* supports faculty in pursuing professional development opportunities in areas such as teaching and learning, leadership, accreditation, assessment, and other strategic areas. This initiative directly supports TTU's strategic Flight Plan, which emphasizes invigorating faculty through increased opportunities for development.

#### II. Eligibility

All full-time tenured and tenure-track faculty members and Lecturers are eligible to receive professional development support from the Faculty Development Fund. Applicants may receive no more than two faculty development awards per fiscal year, including joint applications.

#### III. Qualifying Professional Development Events

This Fund provides support to the faculty member who is participating in a significant professional development opportunity that is linked to the strategic mission of the institution. These opportunities may include workshops, institutes, short courses, and related activities.

#### IV. Request Format

Keep in mind that your proposal may be read by people who may not be familiar with terms commonly used in your field. A full, clear explanation is important. Include the following items and please arrange them in the order listed below.

- A. A completed Professional Development Request Form ([https://www.tntech.edu/assets/userfiles/resourcefiles/13826/1464030751\\_Faculty%20Development%20Professional%20Development%20Support%20Request%20Form%20Revised.pdf](https://www.tntech.edu/assets/userfiles/resourcefiles/13826/1464030751_Faculty%20Development%20Professional%20Development%20Support%20Request%20Form%20Revised.pdf))
- B. Be sure to talk to your department head and dean about the funding they can provide and list amounts under Section 5 "Support from Other Sources" on the cover sheet. In light of rising travel costs and a fixed budget for this program, financial support from your department and college is required.
- C. A description of the specific activities to be undertaken. Attach the published brochure or link to information obtained from the event planners and highlight appropriate activities.
- D. A statement explaining how the proposed activity will contribute specifically to your professional development and supports the mission of your department/discipline, college, and/or university (250 words or less).

## V. Criteria

The following criteria will be taken into consideration in reviewing the proposals:

- Will the proposed activity directly and specifically enhance the professional development of the applicant?
- Will the proposed activity contribute significantly to the strategic goals of the department/college/university?
- Has the applicant received appropriate support from the department and college?

Please note that the funding for this program is limited, awarding of funds is competitive, and all awards are made at the discretion of the Office of the Provost.

## VI. Submission Process

- All requests must be submitted using the Request Form for Professional Development Support from the Faculty Development Fund. The Request Form and the Guidelines are available for download at <https://www.tntech.edu/provost/faculty-development-programs/>.
- All of the requests must be approved and signed by the appropriate department chair, school director, and college dean.
- The Faculty Development Fund is intended to supplement academic unit funds, therefore it is strongly encouraged that the department/school, college, center(s) of excellence, and research grant provide primary financial support.
- Signed application forms and supporting documentation should be submitted by dean's office to the Office of the Provost, attn. Faculty Development Fund.
- Approval of requested activity is based on available funds and is in an on-going process. Upon approval, faculty will be responsible for the paperwork associated with reimbursement.

Please note that the form has a section, which must be completed, that includes a statement explaining how the proposed activity will contribute to your professional development.

Upon completion of funded professional development activities, recipients will submit a 300-500 word statement that details how the funds were used and current and future plans for integrating the professional development into the goals of the individual, department, college, and/or institution.

Although the funding for the Faculty Development Fund is limited, we encourage faculty to take advantage of the available resources. For any questions pertaining to these guidelines, please contact Dr. Sharon Huo, Associate Provost, at [xhuo@tntech.edu](mailto:xhuo@tntech.edu).