



# University of Findlay®

## Faculty Development FAQs

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### **Q: What is faculty development?**

**A.** Faculty development is active and ongoing participation in professional activities that contribute to excellence in teaching and support an articulated agenda of scholarship, research and/or creative production. Faculty development at UF is comprised of five domains that recognize the multiple roles faculty play within their departments, colleges, the university, and the wider community: Instructional, Scholarly, Professional, Organizational, and Service. These domains are aligned to current UF tenure and promotion dossier categories and reflect best practices in higher education.

Faculty development activities are considered successful when the individual faculty member's goals in these areas and the institutional strategic goals are being met simultaneously.

Faculty Development at the University of Findlay is based on the following principles:

- Strong administrative support
- Alignment of faculty development with institutional strategic initiatives
- Sensitivity to identified needs
- Individual and institutional accountability
- Atmosphere of caring and trust
- Collaboration and shared vision
- Celebration of successes

### **Q: What kind of faculty development funding is available?**

**A.** Funding for faculty development activities is available at both the college and university levels.

*At the college level:* Each full-time faculty member has access to limited funds (currently \$750) to be spent on faculty development activities with the approval of the college dean.

*At the university level:* Faculty may apply for funds through the Faculty Development Committee and/or the International Travel and Education Committee.



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**Q: Who is eligible to apply for faculty development funds?**

- A.** All full and part-time faculty under contract to the University of Findlay during the whole of the funding period are eligible to apply for funding of faculty development activities through the Faculty Development Committee. Should your affiliation with UF end during the funding period, funds awarded must be repaid to the university.

**Q: What types of activities can be funded?**

- A.** Faculty development activities eligible for funding fall within the five domains and might include but are not limited to:
- **Instructional:** Instructional technology, curriculum development, classroom management and design, teaching methodology
  - **Scholarly:** Scholarship, research, creative production
  - **Professional:** Career development, mentoring and/or advising training, continuing education for area licensure
  - **Organizational:** Program chair/director leadership training, assessment practices and implementation training
  - **Service:** Developing/implementing services and/or experiential learning opportunities for UF students

**Q: How much money can I receive from the Faculty Development Committee each academic year?**

- A.** Funding allocation is affected by the competitive merit of the project, the number of faculty development requests, and the available budget. Historically, faculty development award amounts have ranged from \$450 to \$1400 depending on the faculty development activity, with \$1400 being the approximate maximum amount available to a single faculty member in one academic year.

**Q: Can I apply for funds from the Faculty Development Committee more than once during the academic year?**

- A.** Yes. Provided you meet the funding deadlines, you may apply for funds until you have reached the maximum amount of funding allocated per faculty member per year.

**Q: How do I apply for funds from the Faculty Development Committee?**

- A.** Complete the [Faculty Development Proposal Application](#). Required supporting documents should be uploaded as a single PDF.



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**Q: What are the application deadlines for funding from the Faculty Development Committee?**

**A.** Deadlines to apply for funding from the Faculty Development Committee are

- *Last Friday in September* for activities occurring between August 1 and November 30
- *Last Friday in January* for activities occurring between December 1 and March 31
- *Last Friday in April* for activities occurring between April 1 and July 31

**Q: Will Faculty Development prepay any of my expenses?**

**A.** No. The Faculty Development Committee no longer provides advances. Expenses will be reimbursed following the submission of necessary receipts and reports after the completion of the faculty development activity.

**Q: Are there deadlines for spending the money awarded by the Faculty Development Committee?**

**A.** Money awarded by the Faculty Development Committee must be spent in the fiscal year in which it was awarded.

**Q: Can I use the money I was awarded for Conference X to fund my travel to Conference Q?**

**A.** No. Your award is based on your application to participate in a specific faculty development activity. Awards are not transferable.

**Q: I estimated my airfare for the application, but when I actually went to book the ticket, the cost had increased. Can I get the additional money?**

**A.** If you have not exceeded the maximum funding allotment, there is money available and the difference in cost is through no fault of your own, the request for additional funds may be considered by the Faculty Development Committee.

**Q: I am traveling by car to my faculty development activity. What is the current reimbursement rate per mile?**

**A.** The current employee mileage reimbursement rate is \$.50 a mile. Be sure to include with your proposal a Google map documenting mileage to be traveled.

**Q: I overestimated some costs and did not spend to the maximum funding allotment. Can I apply for funding of another faculty development activity?**

**A.** Yes. Provided you meet the funding deadlines, you may apply again for funds up to the maximum funding allotment.



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**Q: I have completed my faculty development activity. Now what?**

- A. A completed [Project Evaluation Form](#) and [expense report](#) (scroll down to form) with original itemized receipts must be submitted to the chairperson of the Faculty Development Committee within two weeks of the completed activity. Original, itemized receipts for each expenditure must be taped to an 8 ½ x 11 in. sheet of paper, per Business Office policy, arranged in the order they appear on the expense report. Your credit card bill and the receipt showing the total amount paid for restaurant charges are not considered adequate proof of purchase.

Failure to submit a Project Evaluation and submit expense report will preclude future funding.

**Q: Whom should I contact in my College for a question about my faculty development funding application?**

- A. Contact your College's representative to the Faculty Development Committee or email the committee at [facultydevelopment@findlay.edu](mailto:facultydevelopment@findlay.edu).