



# Off-Campus Conference, Seminar, or Workshop Application for Funding

Center for Teaching and Learning – Division of Academic Affairs

<b>Name:</b>		<b>Date Received:</b>	
<b>Department:</b>		<b>Subdivision:</b>	

### Step 1: Please attach the following documents:

- Travel Authorization Request and Expense Report Form
- Program announcement or brochure describing the conference/seminar/workshop
- Written statement in support of your funding request (i.e., how will your participation in the planned event contribute to your professional development, departmental initiatives, etc.?)

### Step 2: Please specify a funding source (check source(s) you are requesting or using):

- Strategic Initiative Funding
- Center for Teaching and Learning:  \$200 OR  \$400
- Department: Budget No. \_\_\_\_\_ \$ \_\_\_\_\_
- Subdivision: Budget No. \_\_\_\_\_ \$ \_\_\_\_\_
- Global Education: Budget No. \_\_\_\_\_ \$ \_\_\_\_\_
- Perkins: Budget No. \_\_\_\_\_ \$ \_\_\_\_\_

### Step 3: Registration Fee (check): (Note: Registration should not be pre-paid before travel is approved)

- No registration fee.
- I want the CTL to pay the registration fee. (Please attach a completed registration form if selecting this option)

### Step 4: Funding Agreement (please read and initial each statement):

\_\_\_\_\_ I agree to fulfill the level of commitment for the funding level I am requesting.  
 \_\_\_\_\_ I agree to submit a travel report form with my reimbursement request.  
 \_\_\_\_\_ My travel report may be shared within publications developed by the college.

### Step 5: Requestor's Signature & Dean's Signature

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

### Step 6: Funding Request Approval

\_\_\_\_\_  
Director, Faculty Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Center for Teaching and Learning

\_\_\_\_\_  
Date

## Off-Campus Conference, Seminar, or Workshop Application for Funding

Funding is available to help faculty support the college's strategic priorities. Faculty who receive funding will be asked to share what they learned with the college community. The amount of funding determines the expected commitment level to assisting in building a comprehensive faculty development program. To be in compliance with the travel policy set by the college, funding requests should be submitted at least 60 days prior to the activity. Funding is limited and will be approved and dispensed on a first-come, first-served basis.

There are several ways that the Faculty Development Committee dispense funds to help full-time faculty attend conferences, seminars or workshops off-campus.

**Strategic Initiative Funding.** Faculty can apply for up to \$1,000 using the *Strategic Initiative Funding* source. Due to limited funds, we can only provide this to one faculty member a year. If funds increase, so may the opportunity for additional faculty to apply. If a faculty member is awarded funding from this source, they must document how participation in a given activity is tied to supporting one or more of the college's strategic priorities and commit to developing and facilitating a series of at least three workshops focused on the initiative for the Center for Teaching and Learning.

**Center for Teaching and Learning.** Faculty can apply for \$200 or \$400 each year; however, if a faculty member requests \$400 one year, they are only eligible for \$200 the following year. If faculty are provided \$200, they must agree to develop and facilitate at least one workshop for the Center for Teaching and Learning; if \$400 is requested, at least two workshops must be developed and facilitated.

**Global Education Funding.** Funding is available to provide faculty with opportunities to participate in activities, events, and conferences. Due to limited funding, faculty proposals will be reviewed on a competitive basis by the Faculty Development Committee and Coordinator for Global and Diversity Education. Limited awards will be granted to faculty development opportunities that focus on promoting global and cultural competences, methods to expand inclusive practices, internationalizing curriculum, promoting diversity, and other topics that can help enhance diversity and global education on campus. Examples could include (but are not necessarily limited to): global issues, international events and trends, world history, political, economic, societal, and cultural systems, world geography, foreign languages, international business, interconnections within the global economy, cultural elements and differences, individual skills that would enhance competitiveness in the global economy (such as critical thinking, innovation, business practices, creativity, etc.). If you are unsure of how your opportunity specifically relates to these goals, please meet with the coordinator for Global and Diversity Education.

Funding levels for this source may vary given the type of opportunities available; however, the level of commitment to develop and facilitate workshops mirror the levels set forth in Center for Teaching and Learning and Strategic Initiative funding sources. In an effort to impact as many faculty members as possible, you are eligible to receive funding once every two years regardless of the funding requested. Upon completion of the faculty development opportunity, faculty would participate in a campus event or training related to their funding opportunity to enlarge the development to other faculty, students, staff, and community members. Faculty will also be asked to create an artifact of their development opportunity in the global and diversity education archive for future use amongst faculty, students, staff, and community members.

### General Funding Guidelines

Prior to submitting a presentation proposal or paper to present at a conference faculty members must first seek approval from their Dean and also have their Off-Campus Conference, Seminar, or Workshop Funding Application approved by the Faculty Development Committee. Having a paper or presentation topic accepted by an organization does not guarantee funding.

Faculty members will have 14 days to submit their paperwork for reimbursement once they have returned from the activity for which they received funding to attend. Faculty members will have up to one year to fulfill their commitment to develop and contribute to the faculty development program. Those faculty who do not fulfill their commitment will not receive additional funding until they do.