

**Francis Marion University**  
**Professional Development Committee**  
**2016 – 2017 Policies & Procedures**

The Professional Development Committee recommends the distribution of funds to aid faculty professional development. The committee is comprised of seven members charged with recommending professional development awards, recommending faculty for sabbaticals, and recommending untenured, tenure-track faculty for summer research stipends. For the academic year 2016 - 2017, the membership is: Rick Almeida (Chair), Bernadette Johnson, Glen Gourley, Lisa Pike, Louis Venters, and Regina Yanson. There is currently one opening on the committee to be filled in Fall 2016.

Faculty members may request funding for professional development activities in the following areas: presentation grants, conference, workshop, or course grants, and research grants. Please be aware that all reimbursable activities must pertain directly to a project itself. Funding is not provided for service to or representation of a Department/College, the University, or the community.

The maximum award per faculty member is \$2,750. This award may be used for a single proposal or combination of smaller requests. Funding is granted on a competitive and “first-come” basis until the Professional Development budget is expended. While each faculty member may apply for up to \$2,750, sufficient funds may not exist to award \$2,750 to each member of the faculty.

The committee will not fund travel or research pertaining to the completion of a thesis or dissertation.

Faculty receiving funding for a specific proposal may not use any funding left over on another project without reapplying to the committee. Once funds have been granted to a faculty member for travel or research on a specific project, those funds may not be given or transferred to another faculty member. Any faculty member(s) replacing or supplementing a faculty member previously awarded funding must submit a new application.

As part of Francis Marion University, the committee observes fiscal year deadlines common to all state agencies. All monies allocated to an individual must clear the assigned account in accordance with the State’s Fiscal year deadlines. Please contact the Purchasing Office (661-1160) with any questions concerning reimbursement for travel, research, the purchase of equipment (especially when using purchase orders), etc.

Faculty receiving funding must apply for reimbursement within 30 days (University Holidays and weekends excluded) of the date of completion listed on the application (or before the fiscal year deadline, June 30, whichever comes first). Any reimbursement not applied for or remaining after the 30 day period will be returned to the Professional Development Committee.

**Two typed** copies of proposals are to be sent to the Chair of the Professional Development Committee in advance of posted deadlines. Professional Development funds can be awarded for projects in three categories:

1. *Presentation Grants* of up to \$2,750 will be awarded to faculty members for travel to professional meetings to present their research. Other participation, such as serving as a workshop leader, panel moderator/discussant, or officer of a society falls in this category.

Funding can be awarded to faculty traveling with students who are presenting or performing as a direct result of the faculty member's participation in the student's academic or artistic preparation. Funding will not be provided for a faculty member who is traveling solely to accompany students on trips. Proposals must demonstrate that all requested expenses are directly related to the presentation or performance. Applicants seeking for Professional Development Funds for a project that will also include REAL-funded student participation must keep their Professional Development-funded expenses clearly separate from REAL-funded aspects of the project.

Funding will not be granted to faculty solely to accompany students traveling under the auspices of the REAL program.

2. *Conference, Workshop or Course Grants* are available in amounts up to \$2,750 for faculty members to participate in professional workshops, meetings, and/or courses. Applicants should document their participation at the meeting and/or discuss the content's applicability to their academic area. Course grants are available for faculty taking a course germane to their responsibilities at the University. If the faculty member has been requested to take a course by their Dean/Department Chair, the proposal should include a letter of explanation and support from the Dean/Department Chair. Grants will not be given for courses that are taken toward the completion of an advanced degree.

Professional Development funds cannot be used for faculty to attend conferences or meetings to represent a department or school. This includes any and all mandatory attendance at meetings of accrediting organizations, unless the attendee also is participating per category 1 above.

3. *Research Grants* are available in amounts up to \$2,750. Faculty members requesting funds for equipment related to research should include a statement explaining the significance of the equipment and also address why this particular equipment should not be provided by the respective department.

The second charge of the Professional development committee is to make recommendations for summer research stipends. Only full-time, untenured, tenure-stream faculty members are allowed to apply for these stipends - department chairs are strongly encouraged make these guidelines and deadlines known to the appropriate personnel.

Last, the committee deciding on sabbatical leave and reassigned time proposals is called the "Sabbatical and Reassigned Time Committee" and is composed of the same members as the Professional Development Committee, but with a different Chair. This subcommittee is chaired by Lisa Pike. Faculty members who wish to apply for sabbatical or reassigned time should follow the guidelines and procedures published in the Francis Marion University Faculty Handbook.