Full-Time Faculty Development Funding

Fiscal Year 2018-2019
for Full-Time Lecturers
(events between October 1, 2018 and September 30, 2019)

The College of Arts, Humanities, & Social Sciences (CAHS) has limited funds available to assist faculty to defray expenses associated with bona fide Faculty Development plans and initiatives. Funding comes from CAHS Summer instruction income.

Faculty development is defined as any activity that encourages faculty to acquire knowledge, skills, techniques, and attitudes to provide quality teaching and effective service at UAH. For tenured and tenure-track faculty it additionally includes activity that develops research/scholarly/creative activity.

Examples for full-time lecturers could include, but would not be restricted to:

- Conference participation that will enhance your teaching in your discipline (evidence of conference participation required, as well as explanation of relationship to your teaching)
- Attending a training program for a new (or new variant on an old) pedagogical technique
- Attending a workshop entitled “Reviving the Major in My Very Serious and The Most Important Academic Discipline in These Difficult Times.”

2018-19 awards will be capped at $1,000 for conference participation (that will enhance teaching)

Funds will be awarded based on quality and the importance of the training (to the individual’s development in her/his field, and/or to the needs of the college and university), and the dean will seek input on that from appropriate individuals (e.g. department chairs, other colleagues).

We anticipate funding approximately 25 proposals and no more than one per person. When funds are exhausted, an announcement will be made.
Preparation and Submission Guidelines:

1) Please first consult with your department chair for their thoughts and suggestions.

2) Then, prepare the following for submission:

   a. **Requesting Memo:** On departmental letterhead, in memo form, prepare a request for funding for a specific program or plan, including a paragraph explaining the importance for faculty development in your field. Specifically describe how the trip will advance your research, teaching, or service, as appropriate. Detail a “**Strong Pedagogical Purpose**”

   b. **Budget** and other details:

      i. If the plan involves travel to a workshop or similar, fill out the regular **Travel Authorization Form** as you would for conference or any other travel.

         *If your request is not appropriate for that form, then append a clear budget with clear explanations of line items where necessary. Include dates of travel and any other pertinent information.

   c. **Supporting materials:** These may include any combination of a screenshot copy of the web page for a workshop, a copy of your acceptance to a conference that will enhance your teaching, or other items that can attest to the details of the project and its worth.

   d. **Complete the travel request via the Google Form link located on the CAHS website.**

   e. If funds grow short, an announcement will be made.

   f. **FY19 travel authorizations will not be accepted after May 15, 2019.** (Submit travel authorizations for FY 20 beginning September 1, 2019)
Outline for Lecturer Travel Lecturer Request

To: Sean Lane, Dean, College of Arts, Humanities and Social Sciences
From: 
Subject: Lecturer Travel Request
Date: 

I’m writing to request travel funding for a trip to ______[PLACE]______ to participate in ______[Event; name of conference, e.g.]___________. The nature of my participation will be ______[insert description of activity; giving paper with name “[Name]” e.g.]. Participation in this event will benefit my teaching. I currently teach ______[list courses that will be benefitted by your participation in this event]_________. Participating in this event will benefit my teaching in these courses by ______[give reasonably detailed account of the teaching benefits of the conference]______________.