

Faculty Development Fund Application Information—2011-2012

To maintain and enhance the academic integrity and vitality of the College, institutional support for faculty development is crucial. All full-time faculty are eligible to apply. The Faculty Development Fund supports activities that contribute to the overall professional development of Simmons College faculty. These activities include, but are not limited to, presenting papers at professional meetings and workshop participation, such as poster presentations and participation on panels. For direct support of research efforts, faculty should contact the Office of Sponsored Programs (Jon Kimball, x 2411 or Valerie Beaudrault, x 2415) for information regarding the Simmons College Fund for Research.

The Faculty Development Fund will be administered through the Fund for Research Committee. **Applications must be submitted so that the award activity commences after the decision process takes place.** No awards are made after the activity has been completed. Criteria applied as part of the review process include: relevance of activity to faculty member's professional development plans; level of contribution/involvement in activity (attendance, organization, presentation); and impact of previous faculty development awards on faculty member's development.

The Faculty Development Fund will support—insofar as available funds allow—travel, hotel and registration or workshop fees. Travel supported by the fund includes ground transportation from the airport, train or bus station to the hotel and back. The fund does not support meals, telephone charges, travel from home to the airport, train or bus station or parking at any of the above named sites.

During the 2011 – 2012 academic year applications will be accepted from faculty who are making presentations, participating on panels, and so on. You should submit an application by the deadline, even if you have not yet received documentation of the acceptance of your paper, poster, or participation on a panel, etcetera. In such cases final awards will be made contingent upon providing the documentation to the Office of Sponsored Programs.

NOTE: Please be advised that you must submit a report about the supported activity with your expense reimbursement request. They should be submitted to the Office of Sponsored Programs, Room E-206, MCB. The narrative report may also be sent as an email attachment to Valerie Beaudrault at valerie.beaudrault@simmons.edu. Your reimbursement cannot be processed without it.