

## Faculty Development Fund Guidelines

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 presenting papers at professional meetings, poster presentations, participation on panels, and the like. For direct support of research projects, faculty should contact the Office of Sponsored Programs by sending an email to [internalfundsopps@simmons.edu](mailto:internalfundsopps@simmons.edu) or contact Elena Glatman, Director of Sponsored Research, x2824 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.

There are three (3) application deadlines per year—June, September, and January. Applications should be submitted in June for conferences taking place between July 1 and September 30; in September for conferences taking place between October 1 and January 31, and in January for conferences taking place between February 1 and June 30.

Faculty members may receive one award per year. For FY16 the maximum award will be \$600. Please be advised that Faculty Development funds are limited. The amount awarded may be less than the amount requested. Applications will be accepted from faculty who are making presentations, participating on panels, and so on. Documentation of the acceptance of your paper, poster, or participation on a panel, etcetera is required. You should submit an application by the deadline, even if you have not yet received the required documentation. 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, in order to be considered for future awards. Send your report to [internalfundsopps@simmons.edu](mailto:internalfundsopps@simmons.edu).