

Professional Development Activities and Funding

The Faculty Development Committee has funds available for development activities, with a special emphasis on those activities involving peer-reviewed research, presentation, performance, or exhibition. Applications should be sent to the Chair of the Committee.

The Faculty Excellence Fund administered by the Provost is another source for faculty to use in their professional development. While there are no pre-set caps for grants, funding is relatively modest. You may apply for Faculty Excellence funds by sending the pertinent information to the Provost via email well before the event in question. Be sure to describe the nature of your project, the estimated cost, the amount (if any) funded by the Faculty Development Committee, and how your participation will benefit your professional development. The Provost will notify you of the amount (if any) granted from the Excellence Fund. If your request is approved for funding, you will need to submit the Faculty Excellence Form with related, itemized receipts to the Provost's office for processing.

Faculty members are encouraged to maintain membership (at their own expense) and participation in professional organizations. The following policies and procedures apply:

- a. **Standard Rates of Compensation:** The mileage rate by personal car is published by the business office every year (total not to exceed air coach fare). Faculty attending the same meeting are expected to pool transportation unless academic responsibilities cause incompatible travel schedules.

Reimbursements: University personnel seeking reimbursement of less than \$75 must request petty cash rather than a check. Complete the Petty Cash Request Form, attach the appropriate documentation, and submit it to the Billing Office for reimbursement. Petty cash requests must be approved by the appropriate budget manager.