

Office of Academic Affairs

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Ext. 2535

Standard & Guidelines for Requesting Full-Time Faculty-Development Funds

Background Information:

- The amount of Academic Affairs funds available to support full-time faculty-development requests varies from year to year. Funds are managed by the Office of Academic Affairs. These funds are separate and apart from the travel money allocated to each Dean annually. They are also separate from any funding available from the Office of Research and Grants or the Jackson College of Graduate Studies.
- Faculty development opportunities at UCO consist of more than just travel to conferences or meetings. Included would be a number of such on-campus opportunities as College symposia and in-service presentations, satellite teleconferences, guest speakers brought to campus, and the Faculty Merit-Credit program. Off-campus seminars in the metroplex would also be included in the context of faculty development.
- When more than three (3) faculty are attending the same off-campus conference, permission must be granted by the Provost or President.

Standards and Guidelines:

- Funding for a faculty development request will, generally, come from several sources: Department, Dean, Academic Affairs, and the individual applicant.
- Academic Affairs expects that, whenever possible, the respective Department Chairperson/School Director and Dean will cost-share some portion of the total funds requested. Ideally, the combined amount cost-shared at department and College level will be at least 50%.
- If a funding request is in any way predicated upon research for which the applicant received a UCO grant funds, Academic Affairs will coordinate with the Executive Director of the Office of Research and Grants for possible cost-sharing.
- The eventual unfunded balance of any request for faculty-development funds becomes the responsibility of the requesting faculty member.
- A request for faculty-development funds will not be accepted by Academic Affairs unless it has been reviewed by the appropriate Department Chairperson/School Director and Dean.

- Generally, priority of available funding will go to faculty members who hold regional or national office in the professional organization sponsoring the event, and to faculty members invited by a professional organization to present a paper or research. Routine attendance at annual conferences without presenting a paper or research is not viewed as a high priority. Funded travel to foreign countries, because of the associated expenses, will be approved on a very limited basis.
- Greater and more effective use of available faculty-development resources may be achieved by funding on-campus presentations, workshops, symposia, etc. Such requests will, generally, have a higher priority than requests for individual faculty attendance at an off-campus location.
- Applications should be received in Academic Affairs no less than 2 weeks before the event; earlier if possible. Late submissions will normally not be accepted.

**ACADEMIC AFFAIRS OFFICE
UNIVERSITY OF CENTRAL OKLAHOMA
EDMOND, OKLAHOMA**

REQUEST FOR FULL-TIME FACULTY-DEVELOPMENT FUNDS

(Submit through Department Chairpersons/School Directors and Dean to Academic Affairs as early as possible to event for which support is requested. Attach a complete In-State or an Out-of-State Request form as appropriate. Please read reverse for important standards, guidelines and background information.)

TO: **Chairperson/School Director**, Department/School of _____

1. I (check one or more) request faculty-development funding to attend a conference/meeting for the following reason(s):

- ___ was invited to attend.
- ___ present paper and/or research selected for presentation.
- ___ perform in leadership capacity of _____.
- ___ enhance my professional development by _____.
- ___ other _____.

2. See attached In-State or Out-of-State Travel Request form.

Faculty Member's Signature Date

TO: **Dean**, College of _____.

1. I recommend you (circle one) **approve/disapprove** this request.

2. I (circle one) **can/can not** cost-sharing this event in the amount of \$_____ from my budget, account #_____.

3. Remarks: _____.

Chairperson's/ School Director's Signature Date

TO: **Assistant Vice President for Academic Affairs**

1. I recommend you support this request.

2. I (circle one) can/can not cost-share this event in the amount of \$_____ from my budget, account #_____.

3. Remark: _____.

Dean's Signature Date

Remarks: _____

Academic Affair Approval:

Signature Date