



Canino School of Engineering Technology
Faculty Professional Development Funding



The **Canino School of Engineering Technology Faculty Professional Development Committee** (FPDC) encourages and supports the continuous acquisition of knowledge and skills of all CSOET faculty. Faculty development funding provides an opportunity for classroom enhancement and increased knowledge in specific academic disciplines.

Professional development activities may include, but are not limited to:

- workshops, seminars or webinars
- innovation in current instruction or programs
- professional training to assist with development of new courses or programs
- promotion of research in specialized areas of interest
- presentations of scholarly papers
- presentations and/or attendance at conferences
- additional endeavors to remain current in one's field
- other work-related professional development projects or activities
- equipment to support innovation in instruction

The **CSOET FPD** funding is made possible by the combined efforts of on-line instruction in summer and winter terms from part-time and full-time faculty members from CSOET.

CSOET FPD Award Procedures

1. Faculty complete a CSOET FPD application*, proposal, and Travel Form (T-1) and forward, electronically, the complete application to the Chair of the Faculty Professional Development Committee.
2. The FPD committee reviews the application / proposal / T-1 and recommends the funding amount award.
3. The FPD committee recommendation is forwarded to the Dean for approval.
4. The Dean informs faculty applicant of the award decision via email.
5. The maximum CSOET Faculty Professional Development Award per individual, per year, Sept. 1 – Aug. 31 is \$800.00**.
7. Within 2 weeks following participation in the CSOET professional Development activity, the award recipient completes a written summary of the experience, outcomes, professional and personal skills enhanced, etc. to the CSOET Dean.
8. The summary report must also indicate how the faculty member will share this experience and knowledge gained with CSOET colleagues (brown bag, faculty scholarly showcase, lecture series, department meeting, school meeting, etc.)

Note:

- *CSOET FPDF Application materials are accessible on the CSOET homepage https://www.canton.edu/media/pdf/Faculty_Professional_Development_Funding.pdf
- [Travel Form \(T-1\) is accessible at: http://www.canton.edu/travel/forms/T-1.xlsx](http://www.canton.edu/travel/forms/T-1.xlsx)
- **The CSOET FPDC reserves the right to consider allocating additional funding based on the scope and focus of the professional development endeavor.
- Tuition costs are not eligible for CSOET Faculty Professional Development Award funding



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CSOET FPD Award Timelines

Please follow the CSOET Faculty Application / Proposal chart below. Faculty will be notified of the award amount, which can then be included in the Canton College Foundation & IDAP application “funding from other sources” section prior to submitting individual application requests to the Canton College Foundation.

CSOET Faculty Professional Development Application/Proposals *submitted to Dean on/by:	CSOET FPD Award Notification to Faculty Applicant on/by:	<u>FYI:</u> Faculty/Staff Development Awards & IDAP Award Applications/Proposals due to SUNY Canton College Foundation by:
September 1	September 5	September 21
October 1	October 5	
November 1	November 5	November 15
December 1	December 5	
December 20	January 5	January 15
January 20	February 5	
February 20	March 5	March 15
April 10	April 20	May 1
May 20	June 5	
June 20	July 5	
July 20	August 5	

*revised 11/5/12

The **CSOET Faculty Professional Development Committee** will be available throughout the summer to review applications as needed.

Please direct comments or questions to
Dr. Kibria Roman, Assistant Professor
romank@canton.edu
x7543



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Applicant Information:

Applicant's Name

Work Address

Email: @canton.edu

Phone: ()

Department/Program:

Title:

Please indicate if you are: Full-time Faculty Part-time Faculty

Proposal Information

Please indicate funding sources for which you are applying (check all that apply):

- CSOET Faculty Professional Development
- Canton College Foundation Faculty Awards
- IDAP

Proposal Title:

Proposed beginning date: Proposed ending date:

Please attach a brief (1-page) narrative description of your professional development endeavor / proposal, and any other supporting documentation including conference information, etc.

Please consider all costs related to your professional development proposal:

Professional Development Expense:	Cost (\$)
Total Requested:	

*It is not necessary to include travel, lodging, meals, etc. This information will be included on your T-1 form. Direct costs associated with professional development only are required for the CSOET Faculty Professional Development Award application.

Please forward, electronically your complete CSOET FPD application, proposal and T-1 to the following:
Dr. Kibria Roman, Assistant Professor (romank@canton.edu) and **Jennifer Jones, Administrative Assistant I**, for Canino School of Engineering Technology (jonesj@canton.edu).