

**School of Business & Liberal Arts**

**Faculty Professional Development Funding**

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The **School of Business & Liberal Arts Faculty Professional Development Committee** (FPDC) encourages and supports the continuous acquisition of knowledge and skills of all SBLA 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
* presentation 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

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

**SBLA FPD Award Procedures**

1. Faculty electronically forward a completed SBLA FPD application, proposal, and Travel Form (T-1) to the SBLA Dean’s office**.**
2. The Dean forwards the complete proposal (application, proposal, & T-1) to the FPDC for review.
3. The FPDC reviews the application, proposal, & T-1 and recommends the funding amount awarded.
4. The FPDC recommendation is forwarded to the Dean for approval.
5. The faculty applicant is informed of the award decision via email.
6. The maximum SBLA Development Award per individual, per academic year,

 Sept. 1 – Aug. 31 is $2,500.00\*\*.

7. Please submit your completed application at least 5 weeks prior to intended travel date to

 allow adequate time for processing.

*Note:*

* \*Professional association membership fees and tuition costs are not eligible for SBLA Faculty Professional Development Award funding
* \*\*The SBLA FPDC reserves the right to consider allocating additional funding based on the scope and focus of the professional development endeavor.

The **SBLA Faculty Professional Development Committee** will be

available throughout the academic year to review applications.

Please direct comments or questions to the

Interim-Dean of the School of Business & Liberal Arts

*Kirk Jones*

jonesk@canton.edu

x7328



**School of Business & Liberal Arts**

**Faculty Professional Development Application**

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**Applicant Information:**

Applicant’s Name

Work Address

( )

 @canton.edu

Email: Phone:

Department:

Title:

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposal Information**

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

\_\_\_\_\_SBLA Faculty Professional Development

\_\_\_\_\_Canton College Foundation

\_\_\_\_\_IDAP

Proposal Title:

 @canton.edu

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Proposed beginning date: Proposed ending date:

Narrative description of your professional development endeavor/proposal:

Supporting travel documentation checklist (include with application):

­­­­­\_\_\_\_ conference registration information if attending conference

 If presenting, a program with your name and presentation title would be appreciated for documentation purposes (e.g., the Dean’s annual report).

\_\_\_\_ lodging quote

\_\_\_\_ transportation quote(s), mileage map

\_\_\_\_ completed T-1 form: [www.canton.edu/**travel**/**forms**/T-1.xlsx](http://www.canton.edu/travel/forms/T-1.xlsx).

Supporting documentation for non-travel related expenses (include with application):

\_\_\_\_ brochure indicating cost for workshop, training, seminar, etc.

\_\_\_\_ price quotes for materials, equipment, etc.

**Application for the SBLA Faculty Professional Development Award must be approved prior to the purchase of any goods and services by applicant in order for reimbursement to occur.**

Please consider all costs related to your professional development proposal:

|  |  |
| --- | --- |
| Professional Development Expense: | Cost ($) |
| costs from T-1\*: |  |
| costs not captured on T-1 (please itemize): |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Requested: |  |

\*It is not necessary to itemize travel, lodging, meals, etc. costs on this application if they are included in the T-1 Total. Transfer the Total from the T-1 form to this application. Direct costs associated with professional development only are required for the SBLA Faculty Professional Development Award application.

Please forward, electronically your complete SBLA FPD application, proposal, and T-1 to the SBLA Interim-Dean, Kirk Jones, at jonesk@canton.edu.