



School of Science, Health and Criminal Justice
Faculty Professional Development Funding

The **School of Science, Health and Criminal Justice Faculty Professional Development Committee** (FPDC) encourages and supports the continuous acquisition of knowledge and skills of all SSHCJ 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 scholarly work related to research and innovation in instruction

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

SSHCJ FPD Award Procedures

1. Faculty electronically forward a completed SSHCJ FPD application, proposal, and Travel Form (T-1 if applicable) to SSHCJ Brightspace.
2. The FPDC reviews the application, proposal, & T-1 and recommends the funding amount awarded.
3. The FPDC recommendation is forwarded to the Dean for approval.
4. The faculty applicant is informed by the Dean of the award decision via email.
5. The maximum SSHCJ Development Award per individual, per academic year, Sept. 1 – Aug. 31 is \$1,000.00** and dependent upon available funding and utilization of other funding opportunities where appropriate to support faculty professional development.
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 **SSHCJ** Faculty Professional Development Award funding
- **The SSHCJ FPDC reserves the right to consider recommending allocating additional funding based on the scope and focus of the professional development endeavor, and dependent on available funding.

The **SSHCJ Faculty Professional Development Committee** will be available throughout the academic year to review applications.

Please direct comments or questions to the
Dean of the School of Science, Health and Criminal Justice

Dr. Michele Snyder
snyderm@canton.edu
315-386-7326



Applicant Information:

Applicant's Name

Work Address

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):

SSHCJ Faculty Professional Development

Canton College Foundation

IDAP

Academic Affairs Research Initiative Grant Program

Proposal Title:

Proposed beginning date:

Proposed ending date:

Narrative description of your professional development proposal:

Supporting travel documentation checklist (include with application):

- _____ conference registration information if attending conference
 - _____ If presenting, submit the program with your name and presentation title
 - _____ completed T-1 form: www.canton.edu/travel/forms/T-1.xlsx.
- Anticipated expense documentation must be submitted along with the completed T-1 Form including lodging, flight, college car request, mileage map, meals, registration fees, and other anticipated fees (i.e. taxi, uber).

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 SSHCJ 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 (\$)
Total costs from T-1 (if applicable):	
Itemized Costs of Proposed PD Activity	
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. If the applicant is not traveling all direct costs associated with professional development funding request are required for the SSHCJ Faculty Professional Development Award application.

Please submit, electronically your complete SSHCJ FPD application, proposal, and T-1 (if applicable) to the SSHCJ OFF TERM shell on Brightspace.