The Professional Development Committee 2010 - 2011

The Professional Development Committee grants certain funds from FMU to aid in individual faculty professional development. Funding cannot be provided for service to or representation of a Department, the University, or the Community. It is composed of seven members. For the school year 2010 - 2011, the membership is: Joe Aniello; Scott Brown; Bryan Fisher; Glen Gourley, Chair; Meredith Love; Polly Haselden; and Lisa Pike. The per faculty total limit for funding for this fiscal year is $2,100. This includes any combination of the following areas. Also please be aware that all activities for which an individual faculty member requests reimbursement must pertain to the project itself and not be considered a field trip or an enrichment activity while presenting, traveling, and researching, etc. While these activities are worthwhile endeavors, due to budget limitations the committee is unable to provide funding for these activities which do not directly relate to the project itself.

The committee deciding on sabbatical proposals and reassigned time proposals is called the Sabbatical and Reassigned Time Committee and is composed of the same members as the Professional Development Committee with the exception of a different Chair. This year the Chair is Lisa Pike. Faculty members who wish to apply for sabbatical or reassigned time need to use the guidelines as published in the Francis Marion University Faculty Handbook.

Proposals (2 copies) for funding are to be sent to the Chair of the Professional Development Committee for the following three types of grants:

*Presentation Grants* of up to $2,100 will be awarded to faculty members to travel to professional meetings to present their individual research. Other significant participation such as serving as a workshop leader or an officer of the society also will be considered for this category.

Funding will be provided to faculty who are traveling with students who are presenting or performing as a direct result of the faculty member’s participation in the student’s academic or artistic preparation. Funding will not be provided to accompany students on fieldtrips. The submitted proposal must evidence that all expenses for which the faculty member is requesting reimbursement are directly related to the presentation or performance and would not fall into the categories of fieldtrip or “entertainment.”

Funding will not be granted to faculty to accompany students traveling under the auspices of the QEP program.

*Workshop or Course Grants* are available for up to $2,100 for faculty members to participate actively in professional workshops and/or courses. Passive observation or mere attendance (valuable as it is) cannot be funded. Any request for support should describe in detail the nature of the faculty member’s active participation (Please include more than the phrase “hands on participation”). The committee would like to be able to fund attendance at conferences, however because of the number of requests we are not
able to fund this at this time. Course grants are available for faculty who are taking a course that is germane to their position at the University. If the faculty member has been requested to take a course by their Dean/Department Chair in order to expand the faculty member’s range of course assignments, the proposal should include a letter of explanation and support from the Dean/Department Chair. Grants will not be given for courses that are taken for the completion of an advanced degree.

*Research Grants* are available for up to $2,100.

The maximum support per faculty member for this school year is $2,100 from any of the three types of grants. Please understand that does not mean $2,100 from each area, this means a maximum of $2,100 from any single area or a combination of areas. Funding is granted on a “first-come” basis, until the Professional Development Budget is expended. While each faculty member may apply for up to $2,100, this does not mean that the budget contains monies equal to $2,100 for each and every member of the entire faculty.

The committee will not fund travel or research pertaining to the completion of a thesis or dissertation.

The most recent forms should be used in order to judge the proposal fairly.

Faculty receiving funding for a specific project may not use any funding left over from that project or travel on another project without applying to the committee. Once funds have been granted to a faculty member for travel or a specific project, those funds may not be “given to” or “transferred to” another faculty member who might be “taking the place” of the faculty member who was first awarded the funds. The faculty member replacing the faculty member who had previously been awarded funding must go through the same application procedures. Any faculty receiving funding must apply for reimbursement within 30 days (University Holidays and weekends excluded) of the date of completion listed on the application (or within the fiscal year deadlines, whichever comes first). Any reimbursement not applied for or left over after the 30 day period will be returned to the Professional Development Committee Funds.

Time line: This committee as a part of the University operates under the restrictions of fiscal year deadlines imposed on all state agencies. This means that all monies allocated to an individual for any reason must clear the assigned account in accordance with the State’s Fiscal year deadlines. If you have any questions concerning this issue as it pertains to reimbursement for travel, research, the purchase of equipment (especially when using purchase orders), etc., please contact the Purchasing Office.