

## 2021 – 2022 HHP Professional Development Awards Procedures & Timeline

### I. General Information

- A. Purpose:** to provide professional development funds to eligible, full-time lecturers/clinical faculty for the purpose of supporting undergraduate and graduate instruction of students majoring in the departments of the College. To be eligible to apply for this award, faculty members must have been employed full-time in the College, in a lecturer/clinical faculty position, for at least the previous two academic years.  
Funds awarded are to be used to improve the faculty member's professional (teaching) development, and ultimately strengthen the bridge between the lecturer's knowledge and what students learn. These awards are intended to provide funds above and beyond typical departmental travel/professional development funding.
- B. Eligibility:** Lecturers/clinical faculty identified annually by the HHP Associate Dean for Faculty Affairs. Faculty can only receive one award every four years.
- C. Number of awards per year:** Three (3) awards up to \$5,000 maximum per award.
- D. Total allowable request:** An eligible faculty member may request up to \$5,000.
- E. Allowable use of funds:** Funds may be used to (1) attend a professional conference or teaching-related workshop for the purpose of instructional development (registration fees, hotel, travel, meals, etc.); (2) purchase technology to improve teaching (computer, software, instructional aids, etc.); and/or (3) purchase academic books.
- F. Deadline for submission of proposals:** Proposals will be accepted (electronically) by the Associate Dean for Faculty Affairs up to 5:00pm on February 11, 2022.
- G. Selection Process:** Selection of award recipients will be made by the Dean with recommendations from Faculty Advisory Council (FAC). The criteria for selection are:
1. The proposal must meet the intent of the Professional Development Award program, and the person submitting the proposal must be eligible to receive the funds. Proposals that do not comply fully with the guidelines, or those submitted after the deadline, will not be considered.
  2. Proposals that affect more than one course may be weighted more than a proposal that affects only one course.
  3. A completed proposal with budget must be submitted.
- H. Duration of award:** Funds must be expended or encumbered **by December 31, 2022**

### II. Instructions for the preparation of proposals

#### A. Cover Page

The cover sheet should include:

1. Name
2. Position
3. Department
4. Course(s) to be impacted

5. Amount Requested
6. Department Chair approval – can be done via e-mail to Associate Dean for Faculty Affairs

**B. Narrative**

The narrative for the proposal should be presented in no more than two pages, using the following format:

1. Rationale/goals: the applicant should state clearly and concisely the rationale for the proposal and its specific short and long-term objectives. In particular, how this funding would benefit your professional development as a lecturer/clinical professor and lead to the enhancement of instruction. One page maximum.
2. Identify items for funding (in order of preference).
3. Budget requested: identify specific costs for all items; for example: textbooks, computer, software, instructional aids, conference registration, hotel, air fare, etc.

**C. Submission of proposal**

Submit a copy of the proposal electronically to the Associate Dean for Faculty Affairs by 5:00pm, February 11, 2022.