# Faculty Professional Development Fund Application Guidelines

## Purpose:

Full-time faculty within the academic unit may be awarded Professional Development funds (FPD) for travel that aligns with the college’s or department’s mission, priorities and goals.

## Eligibility:

***What may an award be used for?*** Successful applicants may use an award to cover participation in conferences, workshops and seminars; in-service training, consulting in one’s area of expertise, presentation of art or music, serving on juries or as a judge for professional organizations, travel expenses, and/or any other direct costs associated with the approved training or professional development activity. It is recognized that there may be additional types of expenditures appropriate for the use of Faculty Professional Development funds. Florida SouthWestern State College will not approve the use of Faculty Professional Development Funds for food and entertainment, gifts, personal items for the office, reimbursement for student expenses, and items that neither enhance the classroom experience nor provide professional experience for the instructor. Ineligible expenses also include services for work that cannot be separated from personal use, such as cell phones and/or cell phone plans and internet services at home.

***How often may an individual apply?*** Individuals may apply as often as they wish.

***What is the maximum award amount?*** The maximum amount that will be awarded to an individual for all travel within the budget year (July 1 – June 30) is $2,000. Recipients of FPD travel funds may not request payment for expenses that exceed the amount awarded. Any expenses incurred in excess of the awarded amount must be paid by the individual or another college funding source.

### Requirements of an Award Recipient:

Award recipients are expected to make a contribution to the intellectual climate of the school by using their professional development opportunity to fuel the development of new curriculum or course materials, provide a workshop or community of practice in the Center for Teaching and Learning Excellence, or inform participation in a community outreach event.

## Application Deadlines:

Applications will be reviewed quarterly and late applications will not be considered.

Applications are due by the following deadlines:

First Quarter (July 1 - September 30): last Friday in March\*

Second Quarter (October 1 - December 31): last Friday in August

Third Quarter (January 1 - March 31): last Friday in November

Fourth Quarter (April 1 - June 30): last Friday in February

Faculty members should wait to receive approval from the Chair of the Professional Development Committee before purchasing airline tickets or agreeing to participate in activities to ensure FPD funds can be used.

*\*Note: Applications for travel between July 1 and September 30 may be submitted at any time before the third Friday in June. Those applications submitted by the March deadline will be reviewed in early April and will be given priority over later applications. Those applications submitted after the March deadline will be reviewed by the end of June.*

## Application Procedure:

### Step 1: Complete the Form

Applicants must download and complete the electronic FPD Travel Funding Request Form, which is available on the Document Manager, under "Academic Affairs," in the "FPD Travel Request" folder.

Once filled in, the form should be saved and then emailed to the applicant’s department chair and dean for e-signatures. The form must be accompanied by any supporting documentation that is referenced in the rubric.

### Step 2: Turn in the Form Via Qualtrics

The faculty member must then submit the signed form, along with any supporting documentation, electronically via the Qualtrics submission form.

[**Click here to be taken to the Qualtrics submission page**](https://fsw.qualtrics.com/jfe/form/SV_bI6SjPmnqNOLY7s) **or enter the following URL:** https://fsw.qualtrics.com/jfe/form/SV\_bI6SjPmnqNOLY7s

## Application Review Process:

The annual budget for FPD will be divided into four portions, and 25% of the budget will be allocated to each quarter. All funding is subject to college budget approval and availability. Any unused money from one quarter will automatically roll over to the next. When selecting applications to be funded, the Professional Development Committee will rank applications based on the rubric included in the Travel Funding Request form. Any monies left after requests are fulfilled at the end of the budget year will be used to fund travel for a group of new faculty to attend a national conference on teaching and learning.

### Processing Awarded FPD travel

Travel expense reimbursement is a two-step process. First, authorizing the travel and expenditures for travel, and second, reimbursement of expenses to the traveler.

#### Travel Authorization

Faculty should arrange to meet with the appropriate staff in their school or division to complete a Travel Authorization (TA) as soon as possible once their travel funding is approved. The process of completing the travel authorization, if not completed in a timely manner, could result in a faculty member not being able to access the complete approved travel amount.

Faculty should be prepared with any of these applicable items:

* Cost of registration fees and form/link
* Event agendas (to include meals supplied by the event)
* All costs for necessary travel (airfare, luggage fees, taxi, shuttle, auto rental, mileage, airport parking)
* Lodging (sales tax and fees), parking costs, internet access
* Travel dates and times (departure and return)
* Fees for travel services (e.g. Expedia, Priceline)
* Meals that will not be covered by the event

Expenses that are not covered:

* Tax in the state of Florida (in most cases)
* Gratuity over 15%
* Travel that is not directly college-related. For example, if someone is awarded to travel to Orlando and decides to stay beyond the last day of an event, no costs will be covered for additional travel costs, lodging, meals, etc.

#### Travel Reimbursement

**Faculty must provide all required receipts and documents (agenda, program, final hotel bill, taxi receipts, detailed rental car bill, etc.) to the appropriate staff in their school or division for Travel Reimbursement (TR) within 7 working days upon return from travel**.

Faculty can make arrangement easier if they use the school’s or division’s P-Card (unless a college check can be processed prior to travel). The staff preparing the TA should be able to locate a P-Card for pre-travel expenses. If a traveler pays any expenses themselves, they must submit proof of payment noting the form of payment (check, credit card, cash). Travelers will not be reimbursed for any pre-travel expenses until travel is complete.

**The traveler is responsible for any expenses incurred if travel is canceled and any expenses above the approved amount.**