

**POLICY #E-2
ATTACHMENT #1**

FACULTY DEVELOPMENT FUNDING APPLICATION FORM

- Date: _____
1. Faculty Name: _____
 2. Employment Status: _____ Contract _____ Tenure Track _____ % FTE _____ Date of Appointment _____
 3. Name of event and sponsoring organization: _____
 4. Dates: _____ Location: _____
 5. Last trip supported by Faculty Development funds: _____ Date _____
 6. Faculty Development trip summary report filed: _____ Date _____
 7. Estimate of out-of-pocket support for faculty development activities in the past 12 months: \$ _____
 8. Please provide a list of the faculty development activities indicated in #7 (include title of the activity, organizational sponsor, and city/state).
 9. Request Category
 - a. Conference planning committee _____
 - b. Symposium organizer _____
 - c. Presenter (poster, podium, symposium) _____
 - d. Attendance only _____
 10. Estimate the cost of proposed trip
 - a. Registration \$ _____
 - b. Transportation \$ _____
 - c. Meals \$ _____
 - d. Lodging \$ _____
 - e. Other \$ _____Total \$ _____
 10. In addition to out-of-pocket, do you have other sources of financial support for this trip?
 - a. No
 - b. YesIf Yes, how much will you receive from other sources? \$ _____
 11. Attach a typed no more than 300 word statement of how this program, for which you are requesting Faculty Development Funds, enhances your role in teaching, research, or service/practice/leadership. Be clear and concise. You do not necessarily need to address all areas of your faculty role.

Signature of Faculty Member _____

Signature of Campus Director _____

**POLICY #E-2
ATTACHMENT #2**

RATING SCHEMA

This form is to be completed by Faculty Development Subcommittee

- _____ 1. The faculty statement demonstrates that the activity is relevant to enhancing the faculty role. (4 points)
- _____ 2. Amount of out-of-pocket resources expended for faculty development activities in last 12 months (1 -3 points)
- _____ 3. Employment status
 - Tenure/tenure track (4 points)
 - Contract - full time employment for 5 years or more (3 points)
 - Contract - full time employment for less than 5 years (2 points)
 - Contract - part time (1point)
- _____ 4. Attendance Only (2 points)
- _____ 5. Planning Committee member (2 points)
 - Podium or symposium presenter (3 points)
 - Symposium organizer (4 points)
 - Poster presenter (3 points)

Failure to submitted a summary report for an activity supported by the Faculty Development funds results in a deduction of five (5) points from the total score.

Total Points _____

Trip Recommended for funding: _____ Yes _____ No

If NO (explanation) _____

Faculty Development Subcommittee funding level recommendation: \$_____

Faculty Development Subcommittee review date: _____

Dean of College of Nursing review date: _____

Amount of funding approved by the Dean of the College of Nursing: \$_____

Date applicant notified of funding approval: _____

Date the trip summary report received: _____