



March 2, 2020

**PART-TIME FACULTY DEVELOPMENT FUND
FOR FACULTY TEACHING ONLINE OR NON-BOSTON BASED COURSES ONLY**

Part-time faculty who teach online or outside of Boston are eligible for support from this Part-Time Faculty Development Fund. Below are the requirements and guidelines for proposal consideration.

Part-time faculty members are eligible to apply for reimbursement of up to \$500 per person, per fiscal year, for expenses associated with professional development activities related to teaching, beginning July 1, 2020. The professional development activities must occur during fiscal year 2021 (July 1, 2020 through June 30, 2021) to be reimbursable.

Proposals must be pre-approved by the faculty member's academic unit head or designee on the attached cover sheet before submission to the Provost's Office for further approval. Proposal submissions will be approved on a rolling basis beginning July 1, 2020.

Submission Process:

1. **Faculty member sends completed proposal and signed cover sheet to academic unit head for approval.** The form is available at <https://provost.northeastern.edu/resources/faculty/> under Internal Grants/Stipends, **Provost Part-time Faculty Development Fund for Faculty Teaching Online or Non-Boston Based-Courses Only.**
2. Within 10 days of submission, academic unit head reviews, and, if he/she approves of the proposal, signs it and sends it to Joshua Roberts (j.roberts@northeastern.edu) in the Office of the Provost. If not approved, academic unit head apprises faculty member.
3. The Vice Provost for Faculty Affairs, Phil He, will communicate the decision of the Office of the Provost within 21 days of receipt of the proposal.

Supporting documentation of incurred costs pertaining to approved proposals must be submitted to the faculty member's primary unit for reimbursement within 60 days of completion of the professional development activity. **In order to receive reimbursement, please work with your unit head and/or department administrator when submitting receipts.** Expenditures must be consistent with established university policies (see http://www.northeastern.edu/policies/pdfs/Policy_on_Travel_and_Expense_Reimbursement.pdf)

We look forward to reading your proposals and supporting your professional development.

Phil He, PhD
Vice Provost for Faculty Affairs

**Part-Time Faculty Development Fund for
Faculty Teaching Online and non-Boston based courses only**

Proposal Cover Sheet

Name:

Faculty

Title:

Department/College:

Date of initial faculty appointment at Northeastern

1. Please describe the professional development activity **related to teaching** (including proposed beginning and ending dates) in the proposal for which you are seeking PFDF funding (3 pages or less).
2. Please itemize the expenses for which you request PFDF funding (\$500 maximum).
3. Please attach to your proposal a brief *curriculum vitae* (no longer than five pages, please).

Signature of Faculty Member

Date

Printed name of Faculty Member

E-mail address of Faculty Member

Signature of Academic Unit Head or Designee

Date

Printed Name of Academic Unit Head or Designee

E-mail address of Unit Head