

March 2, 2020

PART-TIME FACULTY DEVELOPMENT FUND

I am pleased to invite proposals from faculty eligible for support from the Part-Time Faculty Development Fund. Below are the requirements and guidelines for proposal consideration.

Part-time faculty members who are covered by the collective bargaining agreement between Northeastern University and Service Employees International Union Local 509 (the “CBA”) and who have taught an on-ground course (including blended and hybrid courses) during at least two academic terms over the past three years, and at least once in the past year, and who have not been subject to discipline in the previous three years, or who have achieved good faith consideration pursuant to Article 9 – Course Assignments of the CBA, are eligible to apply for reimbursement of up to \$500 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**.
2. Within 10 days of submission, academic unit head reviews, and, if he/she approves of the proposal, signs it and sends it to Andrea Slusser (a.slusser@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

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617.373.2170
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**Part-Time Faculty Development Fund (PFDf)
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

I approve this proposal and verify that this faculty member meets the criteria for Good Faith Consideration* per the Collective Bargaining Agreement.

Signature of Academic Unit Head or Designee

Date

Printed Name of Academic Unit Head or Designee

E-mail address of Unit Head

*Good Faith Consideration is given to part-time faculty member for a course assignment where (a) the faculty member has not been subject to any disciplinary action issued by the University within the current year or the preceding three years; (b) the faculty member has been assigned to teach the same course for which s/he seeks assignment during at least three academic terms during the previous three years; and (c) the same course (the identical course number and identical campus) is being offered within one year of the faculty member's most recent assignment to teach that course. This excludes online courses except those online courses taught by faculty members who were teaching during the spring 2016 term where the faculty member is later assigned a course with the identical course number but with a delivery method of on the ground, hybrid or blended on the Boston campuses. The following CSSH – English courses are considered the "same course:" All on-ground, not online first year writing courses ENGW 1102, 1110, 1111. All on-ground, not online, Advanced Writing in the Disciplines section of the following courses: ENGW 3302, 3304, 3305, 3306, 3307, 3308, 3309, 3310, 3311, 3313, 3314, 3315.

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