



April 16, 2020

#### FULL-TIME FACULTY PROFESSIONAL DEVELOPMENT FUND

I am pleased to invite proposals from faculty eligible for support from the Full-Time Faculty Professional Development Fund (FFPDF). Below are formatting guidelines and deadlines.

Faculty members in continuing full-time non-tenure-track and benefits-eligible teaching ranks (including teaching professors, academic specialists, full-time lecturers, clinical professors, co-op coordinators, and professors of the practice) are eligible to apply for awards of up to \$2,000 for professional development activities occurring during fiscal year 2021 (July 1, 2020 through June 30, 2021). Funds are limited so we may not be able to fund all proposals. Visiting faculty members, research faculty members and postdoctoral scholars are not eligible for support from the FFPDF.

We will consider proposals to support professional development activities in the areas of:

- instruction and instructional innovation
- scholarship or creative activity that contributes to student learning
- scholarship or creative activity that advances the practice of the faculty member's field.

Please note that instructional technology (i.e., iPads), extra compensation for faculty, and stipends for visitors are NOT reimbursable by the FFDF.

Eligible faculty members may receive a maximum of one FFPDF award every two academic years. Awarded funds will be transferred from the Provost's office to the faculty member's home unit for reimbursement. Faculty members should work with their department chair and/or their dean's office to obtain reimbursement. Proposals must be pre-approved by unit head on the attached cover sheet before submission to the Provost's Office.

Proposals will be reviewed annually in the spring semester and are **due by end of business May 15, 2020**. Electronic submission is required; please email completed proposals in PDF format to Andrea Slusser (a.slusser@northeastern.edu) in the Office of the Provost.

Award letters will be sent by Friday, June 5, 2020. Guidelines for proposals are available at <https://provost.northeastern.edu/resources/faculty/> under Internal Grants/Stipends, **Provost Full-time Non-tenure Track Faculty Development Fund**.

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

Phil He, PhD

Vice Provost for Faculty Affairs



**Full-Time Faculty Professional Development Fund (FFPDF)  
Proposal Cover Sheet**

Name:

Faculty Title:

Department/College:

Date of Initial full-time faculty appointment at Northeastern:

1. Please describe the faculty development activity occurring during fiscal year 2021 (July 1, 2020 through June 30, 2021) including proposed beginning and ending dates, for which you are seeking FFPDF funding.
2. Please itemize the expenses for which you request FFPDF funding and submit receipts directly to your home unit within 60 days of completion for reimbursement.
3. Please explain how the proposed activity is related to your faculty role at Northeastern. How does it advance instruction and instructional innovation; advance scholarship or creative activity that contributes to student learning; or advance the practice of your field?
4. Please attach to your proposal a brief *curriculum vitae* (no longer than five pages please).
5. Deadline for submission is May 15, 2020. Send one PDF to Andrea Slusser (a.slusser@northeastern.edu)

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**Signature** of Faculty Member

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Date

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**Printed name** of Faculty Member

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**Signature** of Academic Unit Head or Designee

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Date

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**Printed Name** of Academic Unit Head or Designee