

July 1, 2024

PART-TIME FACULTY DEVELOPMENT FUND INSTRUCTIONS and Proposal Cover Sheet
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 the Part-Time Faculty Development Fund. Below are the requirements and guidelines for proposal consideration.

Part-time faculty members who are teaching or have taught during the current academic year (can be one academic term) are eligible to apply for reimbursement of up to \$500 per person, per fiscal year, for expenses associated with professional development activities related to their teaching. The professional development activities must occur during fiscal year 2025 (July 1, 2024 through June 30, 2025) to be reimbursable. Proposals must be approved in advance of the professional development activity for which reimbursement is sought; proposal submissions for activities that have already been completed will not be approved. Please use your best effort to submit proposals at least 35 days prior to the occurrence of the professional development activity. This lead time is necessary to help us process the request.

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, 2024.

Submission Process:

1. Faculty member sends completed proposal and fully completed and signed cover sheet (form attached below) to academic unit head for approval and confirmation of teaching assignments and other information listed on the cover sheet.
2. Within 10 days of submission, academic unit head reviews, and, if academic unit head approves of the proposal, signs it and sends it to Kimberly Long Jr. (ki.long@northeastern.edu) in the Office of the Provost. If not approved, academic unit head apprises faculty member.
3. The Vice Provost for Academic and Faculty Administration, Rashmi Dyal-Chand, will communicate the decision of the Office of the Provost within 21 days of receipt of the proposal.

The following examples are intended to provide guidance on proposal submission eligibility, process, and timing:

- a. Part-time faculty member wishes to participate in a conference in a field relevant to their teaching at Northeastern University. The conference is scheduled to occur on November 15-17, 2024. The faculty member must submit a proposal to their academic unit head by October 11, 2024.
- b. Part-time faculty member wishes to take an online course or professional certification relevant to their teaching at Northeastern University. Prior to purchasing access to, or materials for, the course, the faculty member must submit a proposal to their academic unit head.



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. **To receive reimbursement, please work with your business manager in your unit and/or department administrator when submitting receipts.** Expenditures must be consistent with established university policies. See [306 – Policy on Travel and Expense Reimbursement](#) for more information.

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

Rashmi Dyal-Chand

Vice Provost for Academic and Faculty Administration

**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:	
Funding amount requested:	
Dates for proposed activity:	
Semester(s), title(s), and course number(s) of course(s) taught during current fiscal year at Northeastern	

1. Describe the professional development activity **related to your teaching** occurring during fiscal year 2025 (July 1, 2024 through June 30, 2025) including proposed beginning and ending dates, for which you are seeking Part-Time Faculty Development Fund (PFDF) funding (3 pages or less).
2. Itemize the expenses for which you request PFDF funding (\$500 maximum).
3. Attach this cover page to your proposal along with a brief *curriculum vitae* (no longer than five pages) and submit a single PDF to your academic unit head for review and signature. The Academic Unit Head or Designee signatory below should submit your proposal on your behalf.
4. Submit receipts directly to your home unit. Contact your unit business manager to begin the reimbursement process within 60 days of completion of activity with a final deadline of June 30, 2025, for reimbursement within the fiscal year.

Signature of Faculty Member

Date

Printed / typed name of Faculty Member

E-mail address of Faculty Member

I approve this proposal. I will submit the proposal to Kimberly Long Jr. (ki.long@northeastern.edu) in the Office of the Provost.

Signature of Academic Unit Head or Designee

Date

Printed / typed name of Academic Unit Head or Designee

E-mail address of Unit Head