

FULL-TIME NON-TENURE TRACK FACULTY PROFESSIONAL DEVELOPMENT FUND

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

Faculty members in continuing full-time non-tenure-track and benefits-eligible ranks (including teaching professors, academic specialists, full-time lecturers, clinical professors, co-op coordinators, research professors and professors of the practice) are eligible to apply for awards of up to \$2,000 for professional development activities occurring during fiscal year 2026 (July 1, 2025 through June 30, 2026). Funds are limited so we may not be able to support all proposals. Visiting faculty members and postdoctoral scholars are not eligible for support from the FTFPDF.

We will consider proposals that support professional development activities in the areas of (for example):

- 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
- other professional development activities relevant to the applicant's respective areas of expertise and/or appointment.

The FTFPDF is meant to fund requests for a specific scholarship or creative activity related to professional development. Requests to support research projects are not eligible. Note that funds should not be used to cover costs associated with any of the following: laboratory equipment, instructional technology (e.g., iPads), extra compensation for faculty, honorariums or stipends for visitors / non-employees, or compensation for undergraduate, graduate or co-op students. Proposals that include these types of requests will be declined.

Eligible faculty members may receive a maximum of one FTFPDF 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 business manager in their department and/or their dean's office to obtain reimbursement. Proposals must be pre-approved by unit head on the attached cover sheet, which should be included as part of the submission to the Provost's Office.

Proposals will be reviewed annually in the spring semester and are **due by end of business Friday, May 16, 2025**. Electronic submission is required; please email completed proposals in PDF format to Kim Long Jr. (ki.long@northeastern.edu) in the Office of the Provost. Decision letters will be sent within approximately four weeks after submission.

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.

Jackie Isaacs
Vice Provost for Faculty Affairs

Full-Time Non-Tenure Track Faculty Professional Development Fund (FTFPDF) Proposal Cover Sheet

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| Name: | |
| Faculty Title: | |
| Department/College: | |
| Start date of full-time faculty appointment at Northeastern: | |
| Date of last FTFPDF Award (if applicable): | |
| Funding amount requested: | |
| Dates for proposed activity: | |

1. Describe the faculty development activity occurring during fiscal year 2026 (July 1, 2025 through June 30, 2026) including proposed beginning and ending dates, for which you are seeking FTFPDF funding (3 pages or less). 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?
2. Itemize the expenses for which you request FTFPDF funding (\$2,000 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.
4. For reimbursements, please itemize the expenses for which you request FTFPDF funding and submit receipts directly to your home unit's budget manager within 60 days of completion of activity with a final deadline of June 30, 2026, for reimbursement within the fiscal year. Contact your unit business manager to begin the reimbursement process.
5. The deadline for proposal submission is May 16, 2025. Please send one PDF with all documentation to Kim Long Jr., Executive Assistant for Faculty Affairs, at ki.long@northeastern.edu.

Printed / typed name of Faculty Member

Signature of Faculty Member

Date

Printed /typed name of Academic Unit Head or Designee

Signature of Academic Unit Head or Designee

Date