

October 2026

PART-TIME FACULTY DEVELOPMENT FUND INSTRUCTIONS AND PROPOSAL COVER SHEET

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

All part-time faculty members in Northeastern's global network 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 at Northeastern. The professional development activities must occur during fiscal year 2027 (July 1, 2026, through June 30, 2027) to be reimbursable and reimbursements are capped at \$500 per fiscal year. It is important to note that 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. Proposal must be submitted to the Provost's Office at least 30 days prior to assure there is time for approval consideration. Proposals submitted less than 30 days prior to the activity may not be approved, which means funding will be denied.

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 final approval. Proposal submissions will be approved on a rolling basis beginning July 1, 2026.

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 Rashmi Dyal-Chand, Vice Provost for Academic and Faculty Administration (r.dyal-chand@northeastern.edu), in the Office of the Provost for final approval. If academic unit head does not approve of the proposal, academic unit head apprises faculty member.
3. After Provost-level review of the proposal, Rashmi Dyal-Chand will communicate the decision of the Office of the Provost directly to the faculty member.

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, 2026. The faculty member must submit a proposal to their academic unit head by October 16, 2026.
- 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 (in the form of receipts) must be submitted to the faculty member's primary unit for reimbursement within 60 days of completion of the approved professional development activity. Examples of types of activities that are typically submitted and reimbursed are conference-related travel and registration, online courses, and credentialing and certification programs. **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: Proposal Cover Sheet

Name	
Faculty title	
Department/College	
Do you teach in person in Boston?	
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	
Brief description of proposed activity	

1. Describe the professional development activity **related to your teaching at Northeastern** occurring during fiscal year 2027 (July 1, 2026, through June 30, 2027) 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 to Rashmi Dyal-Chand, Vice Provost for Academic and Faculty Administration (r.dyal-chand@northeastern.edu) in the Office of the Provost.
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, 2027.

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 Rashmi Dyal-Chand. (r.dyal-chand@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