Northeastern University
Office of the Provost

Office of the Provost
110 Churchill Hall
360 Huntington Avenue
Boston, MA 02115
617.373.2170

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 2027 (July 1, 2026 through June 30, 2027). Funds are limited, so we may not be able to support all proposals, or we may need to limit funding to less than $2,000 per proposal. 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 the end of business on Wed, September 30.** Electronic submission is required via Qualtrics
https://neu.co1.qualtrics.com/jfe/form/SV_bvxCKy2nNqZlymy

In addition to the identifying information, be prepared to answer the following questions:

- Itemized budget request
- Please describe the faculty development activity occurring during fiscal year 2027 (July 1, 2026 through June 10, 2027) for which you are seeking funding. (500 words or less).
- 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? (500 words or less)

Upon completion of submission via Qualtrics, you and your department/ group chair will receive a copy of your submission. You will not be able to modify your submission.

Supporting documentation of incurred costs pertaining to approved proposals must be submitted to the

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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.

Margarita DiVall
Vice Provost for Faculty Affairs