FACULTY DEVELOPMENT GUIDELINES

Faculty Development funds are available to permanent faculty members only.

Applications are made directly to the Faculty-Development Committee and are submitted to the Office of Academic Affairs; they are considered at meetings of the Faculty-Development Committee, a secondary function of the Rank & Promotion committee, throughout the academic year, as long as funds are available.

Applications must be made in advance of the activities to be supported. In exceptional circumstances, retrospective applications for Faculty-Development Grants may be considered, but there is no guarantee that such projects will be supported. Similarly, faculty may submit a new expense calculation for a project that has already been approved if the actual expenses exceed the sum originally applied for. Such cases will be considered as retrospective applications and treated in order of their arrival.

Applications are made on the Faculty-Development Grant Application form. They must include a note from the Chair of the applicant's department (or, if the applicant is the Chair him- or herself, from another senior faculty member of that department) commenting on the case made by the applicant.

Priority is given, in descending order, on the basis of the following criteria. Applicants are asked to make a case for their application in relation to these criteria:

· the scholarly merit of the proposed activity;
· the value of the proposed activity for the scholarly and professional development of the faculty member;
· the value to the university of the proposed activity, in terms of its academic visibility and credibility.

Applications will be considered in the order of submission until the funds have been exhausted. Applications must include a detailed account of reasonable projected expenses. The committee grants sums that it considers reasonable (the cheapest reasonably efficient mode of transportation, modest accommodation, market rates for academic translation, etc.). Where expenses itemized might be considered excessive, full justification must be given for their necessity. **NB:** The cost of food is not an allowable expense (except for dinner/cocktail included in registration fee). Ground transport is limited to 50€ total.

Activities to be Funded
The maximum total funding per faculty member in each academic year is €2000. Within this total, there is no limit to the number of applications a faculty member may make in any given year. Funding for each project should be requested on a separate application form. The following activities are considered for funding; a case may also be made for the support of research-related activity which is not detailed here:

a) Presentation of Research and Scholarship
· 100% of registration expenses for remote/online conference (up to a total of €300). This policy is a response to the Covid-19 pandemic and will be reviewed at the end of the 2020-2021 academic year.
· Presenting a paper (includes conference papers, public lectures, etc.): 100% of reasonable expenses on transportation, registration, and accommodation.
· Chairing a panel, participation in a panel, poster presentations, etc.: 100% of reasonable expenses on transportation, registration, and accommodation.
· Attending a conference: 100% of registration, 100% of reasonable expenses on transportation, and accommodation. Applications here will be subject to case-by-case review by the committee with applications encouraged to outline the value of the proposed activity for the scholarly and professional development of the faculty member.

b) Support for Research and Publication, e.g.
· Translation (usually 40 %; up to 100 % when the translation is related to a signed contract with a publisher)

· Access to libraries, museums, databases, etc.
· Research-related travel and accommodation reimbursed at 60%
· Payment of copyright fees, illustration fees, etc. towards publication.

The Committee will continue to monitor, and if necessary, rethink and recalibrate the guidelines relative to the award of Faculty Development Funds according to Funds remaining and the development of the Covid-19 pandemic.

Payment
· For presentation of a paper, the receipts should be submitted along with a copy of the paper presented.
· For other activities, the receipts should be submitted with a report on the activities funded.

NB: In the case of services provided by independent workers, all bills must include a S.I.R.E.N number (for independent companies), or an U.R.S.A.F.F. number (for 'Travailleur Independent'). The university is not able to accept bills of this kind without these details.