FACULTY DEVELOPMENT GUIDELINES

**Faculty Development funds are available to permanent faculty members only**.

The maximum total funding per faculty member in each academic year is €2000. Faculty members (enseignant-chercheurs) contracted to teach four or more courses per year are eligible to apply for up to 100% of that amount (2000 Euros). Faculty members contracted to teach three courses per year can apply for up to 50% of that amount (1000 Euros). Faculty members contracted to teach one or two courses per year can apply for up to 25% (500 Euros). Depending on the levels of the fund at the end of the academic year, Faculty members contracted to teach one to three courses may apply for a greater award: these cases will be considered by the Faculty Development Fund Advisory Committee at the end of the fiscal year in July if any funds remain.

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, 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 and confirming that they have discussed any make-ups for missed classes with the faculty member. The form should be completed by the faculty member making the application and then sent to their department Chair. The Chair should then send the completed form to Brenda Torney ([btorney@aup.edu](mailto:btorney@aup.edu)).

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:** Meal expenses (including non-alcoholic beverages) related to conference/research travel can be claimed to the value of 30€ per day. Ground transport is limited to 50€ total.

**Activities to be Funded**

Within the total funding for which they are able to apply, 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

* 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.: 80% of reasonable expenses on transportation, registration, and accommodation.
* Attending a conference: 100% of registration, 40% of reasonable expenses on transportation, and accommodation.

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 reimbursed at 60%
* Payment of copyright fees, illustration fees, etc. towards publication.

**Payment**

* For presentation of a paper, the receipts should be submitted to Brenda Torney along with a copy of the paper presented.
* For other activities, the receipts should be submitted to Brenda Torney 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.