

**Arkansas Tech University**  
**College of Natural and Health Sciences**

**GUIDELINES FOR FACULTY DEVELOPMENT FUNDING**  
**2009-10**

Faculty development grants are provided to each college to further the educational mission of the University. Faculty members are encouraged and expected to contribute to the advancement of knowledge in their fields of expertise and improve their teaching effectiveness through research and participation in professional development activities.

1. **Faculty Development Funds** - The College has been allocated \$15,540 for faculty development during the 2009-10 academic year. Based on the number of tenured or tenure-track faculty members each department will be allocated the following: Biological Sciences (19 faculty) \$4,521, Mathematics (9 faculty) \$2,142, Nursing (17 faculty) \$4,046, and Physical Sciences (14 faculty) \$3,331. The dean has reserved \$1,500 to be used for subscriptions to *The Teaching Professor* and *On-Line Classroom*. The remainder of the reserve will be used to assist faculty travel of special importance that cannot be accomplished with departmental funds.
2. **Request Process** - Requests for funds (see attached form), along with appropriate documentation, should be submitted to the department head at least six weeks prior to the date of the activity. The department head will review the request, subject it to the departmental review process, and forward it to the dean with a recommendation. The dean will confirm or deny the request. Approved requests will be returned to the department head for completion of travel request forms. Disapproved requests will be returned to the faculty member via the department head with explanatory comments.
3. **Criteria - Types of Proposals and Priorities** - Faculty requests are expected to be consistent with the University's mission and have a reasonable correlation with institutional and departmental goals, priorities, and constituencies. Consideration will be given to the following types of proposals (ranked in priority order):
  - a. development activities for maintenance or enhancement of teaching effectiveness or professional competencies
  - b. travel to a professional conference to make a research presentation
  - c. travel to serve on committees or as an officer of a professional organization
  - d. travel to a meeting or activity that will enhance the quality and effectiveness of institutional or departmental goals
4. **Responsibilities of Recipient** - **A recipient of funds must forward an abstract of the research paper or a brief summary of the conference or activity to the Dean's Office no later than one month after conclusion of the activity.** If the research results in a publication, a copy should be forwarded to the library for inclusion in the collection. The faculty member is also encouraged to disseminate a summary of the information gained from the development activity to his or her colleagues or students, as appropriate.