

# VIRGINIA WESLEYAN UNIVERSITY

## Faculty Funding Guidelines

Fiscal Year 2019 (July 1, 2019 - June 30, 2020)

The Associate Vice President for Academic Affairs, via the Office of the Vice President for Academic Affairs, administers Faculty Development funds to support faculty participation in professional conferences, workshops, and other professional development opportunities. Additionally, faculty can apply for funds for course enhancement, particularly that which facilitates activities and projects reflecting inquiry-guided and other active and experiential learning. Faculty can also apply for funding for pedagogical workshops or other activities that they feel will support their professional development. Where in the past these requests were handled through different channels, they are now all administered by the Associate Vice President for Academic Affairs, via the Office of the Vice President for Academic Affairs.

Faculty can apply for funds as early as July 1, should apply for support as soon as they identify the need, and should apply no later than February 15 to receive full consideration; applications made after February 15 may not be as fully funded, and applications made later than April 30 are unlikely to be funded. The standard turnaround time for requests is 1 week, so please apply well in advance and notify the Associate Vice President for Academic Affairs directly in the case of a last minute submission.

The following guidelines explain how one applies for and receives funding.

Note: Funding for summer research projects should be requested via the summer faculty development grant program.

### GUIDELINES

#### ***Eligibility***

Full-time teaching faculty are eligible to receive funding to participate in professional organizations and conferences. Faculty on Sabbatical are eligible to receive funds while on leave. Academic administrators or faculty pursuing development in support of an administrative/institutional initiative should seek funding through other programs.

#### ***Process for applying for funding***

To apply, faculty should complete the on-line conference funding application form, which submits the form to the Associate Vice President for Academic Affairs via the Office of the Vice President for Academic Affairs. Note that a copy of this form will be provided to the faculty member's Department Chair and/or the INTEL Director. When faculty will need to miss class to travel to a conference, they should consult directly with their Department Chair in respect of how his or her absence from campus and classes will be covered.

If approved for funding that in the end will not be used, the faculty member is asked to contact the Associate Vice President for Academic Affairs as soon as possible, so that those promised funds can be allocated to other requests.

***Purpose and Parameters***

Funding to support faculty research and development

This funding supports professional conferences, conventions, or workshops supporting faculty scholarship and pedagogy. There are no geographic limits on travel. To the extent that funds are available, conferences will be funded in relation to these limits:

Faculty formally participating in a conference or seminar (i.e., presenting a paper, giving a poster presentation, moderating or otherwise participating in a panel discussion, or acting as an officer of the professional organization):

Up to \$1350 for local or regional conferences.

Up to \$1750 for national or international conferences.

Faculty attending a conference but not formally on the program.

Up to \$750.

Memberships in professional organizations.

Up to \$250.

Funding to support faculty teaching and development

This funding supports course enhancements, instructional workshops, and other endeavors that support faculty teaching. To the extent that funds are available, requests will be funded in relation to these limits:

Course enhancements (i.e., class trips, event or exhibit admissions, materials for courses, classroom supplies, poster printing, course packs, etc.).

Up to \$400.

Faculty attending workshops or other instructional events that develop pedagogical knowledge that helps faculty teach more effectively.

Up to \$750.

Note that the individual annual funding cap is \$1750. Faculty can combine different categories of funding up to the limits described above, but **the total for a given fiscal year cannot exceed \$1750**. Funding beyond these described limits, especially for *participation* in more than one conference in an academic year, for participation in international conferences, or for course enhancements that entail costs beyond the specified limits, will be considered on a case-by-case basis by the Academic Council.

Eligible expenses include travel (e.g., airfare, personal automobile expenses reimbursed at an institution-established rate); registration; hotel, tolls, meal expenses (excluding alcohol) to \$25/day, and other expenses as approved. Where faculty elect to bring family along, faculty should request reimbursement for only those costs that would have been incurred as a solo traveler (e.g., for a single room). In the same way, a faculty member electing to fly indirectly to a conference site or otherwise extend travel plans for personal reasons will be reimbursed only for the expenses that would have been incurred without those personal extensions.

Course enhancement requests that reflect inquiry-guided and other active and experiential learning will be given the highest priority. Faculty may defray expenses and/or provide hospitality and tokens of thanks to classroom guest speakers from outside the campus faculty up to a maximum of \$50 per speaker. (For instance, the sponsoring faculty member can take the speaker and accompanying students to lunch in the cafeteria.) These funds are not intended to be a regular avenue for supporting bringing speakers from a distance.

Typically, funds are denied for food, unless it clearly supports a project or special event, or is specifically tied to course content (e.g., food for a course, event, or unit focused on food).

Faculty can use these funds to rent vans for taking students off-campus.

***Process for paying expenses and receiving reimbursements***

To the extent possible, travel arrangements should be made directly through the Director of Purchasing in the Business Office. She can assist faculty in booking air travel and hotels and pay such charges directly. For expenses that cannot be paid in advance, the Director of Purchasing can issue a purchasing card in the individual's name that can be used for other approved expenses. Where a purchasing card is not used, an individual can be reimbursed for expenses by completing a check request form (available through the Business Office), itemizing the expenses. To expedite purchases and reimbursements, the Associate Vice President for Academic Affairs will provide a copy of approved expenses to the Business Office, such that individuals seeking reimbursement can attach receipts to that form, sign it, and forward it to directly to the Director of Purchasing for processing. Only expenses pre-approved and within the limits of the funding approved can be reimbursed through this expedited fashion. Note that reimbursements are only issued *after* travel has been completed.

Discrepancies will be forwarded to the Associate Vice President for Academic Affairs for review.

In addition to providing receipts for reimbursement, faculty are responsible for supplying receipts for all expenses charged to the purchasing card (or, where issued, the University credit card). Mileage can be documented by a Google Maps or equivalent print-out of the most efficient route from the University to the conference destination. VWU Visa cards with receipts for all Visa purchases should be returned to the Director of Purchasing ASAP upon return to campus; requests for reimbursements of self-paid expenses should be made within 15 days of the expenditures.