

College of Business Administration
POLICY: PROFESSIONAL DEVELOPMENT GRANTS

Created: 01/31/22
Effective: 01/31/22
Revised: 09/06/22
Approved: 09/08/22
Area: AACSB

Definition: Policy for faculty applying, qualifying, and using Professional Development Grant funding.

Qualification: All tenure line faculty with Scholarly Academic or Practice Academic qualification*

Authority: Associate Dean

Total funding per faculty

\$4,000, plus any conference registration fees per fiscal year ending on June 30th of each year. The total amount may vary from year to year depending on budget.

Sources of Fund Breakdown

\$500 from general funds (President PD)

\$2,000 from Graduate Professional Fees

\$1,500 and conference registration fees from self-support programs surplus

Use of Funds and Limit:

Travel

Travel to present Intellectual Contributions, participation in the conference governance, and/or collaborate with scholars at the national and international conferences to advance one's professional development and contribute to the college's strategic goals.

Limit: up to \$2,500 per international travel and up to \$1,500 in domestic travel in expenses outside the registration fees. The expenses must adhere to the Campus Travel Policy, enforced by the Provost's Office.

Faculty may apply for funds to attend conferences without a presentation, if they have given at least two Conference presentations in the 5-year cycle ending in June of the current Academic Year.

Fund Administration

Research project expenses, including survey response collection, obtain other data not already available through campus resources, research assistance, teaching enhancement courses and workshops, and any other approved expenses to assist with research and teaching.

Limit: up to \$2,000

Technology and Hardware

Tech equipment for teaching/research purposes (as needed and if not already covered by IITS). Covering costs for online products that enhance the classroom experience (either online or in person), computer, iPad, Tablet, etc. to support teaching and research.

Limit: up to \$4,000 in a 4-year cycle and up to \$3,000 per purchase

* SA lecturers and TT faculty in "Additional" category (non-SA or non-PA) may be eligible for travel grant and fund administration subject to approval.