



RGHSS Internal Funding: Professional Development Fund for Part-Time Faculty

OVERVIEW

- Eligibility: RCHSS Part-Time Faculty
- Funding: Up to \$500.
- Focus: Funding for professional development activities.
- Application: Proposals received by September 15 will receive priority consideration. Applications accepted from September 1 – February 1, 2024 (subject to available funding)

PROGRAM PURPOSE

The RCHSS Professional Development Fund for Part-Time Faculty provides funds to support the professional development goals of faculty. The funds can be used to attend a conference or participate in a workshop, webinar, or other justifiable, well-documented professional, instructional, and student success activities.

ELIGIBILITY

- Applicants must be currently employed in RCHSS.
- Preference will be given to faculty who have not recently received support from this program.
- There is a limit of one (1) award per faculty member per fiscal year.

ALLOWABLE EXPENSES & LIMITATIONS

- Allowable expenses include *inter alia* travel to undertake research (e.g., libraries, archives); to present research; to engage in professional development activity; to purchase items that have clear professional, instructional, or student success goals.
- Funds for travel are limited to coach/economy round-trip airfare. Airfare must be purchased at least three (3) weeks in advance to any place in the continental United States. Travel outside the U.S. is not supported.
- Funds may support one (1) night's lodging and per diem in accordance with USG travel policy.
- Funds must be expended – and expensed – during the fiscal year in which they are awarded and must adhere to RCHSS year-end purchasing deadlines.
- Funds cannot be used for salary support or to offload teaching.

NOTE: Funds must be expensed during the fiscal year and must observe RCHSS year-end purchasing deadlines. RCHSS plans its annual budget sweep for March 31, 2024. All award funds not encumbered by that date will revert to the college.

APPLICATION PROCEDURE

An application is comprised of two (2) items:

1. A completed application form that includes a brief rationale (up to 150 words) explaining how this professional development experience will contribute to student success in their department/school or RCHSS (see below).
2. A brief letter of support from department chair/school director.

Applications involving travel should be submitted *at least* five (5) weeks in advance of the departure date.

Applications should be submitted as email attachments to RCHSSResearch@kennesaw.edu. The subject line should read "RCHSS Part-Time Faculty Professional Development Fund".

NOTE: Awards will be made on a rolling basis and will be offered until the available funding has been exhausted.



**RCSS Internal Funding:
Professional Development Fund for
Part-Time Faculty**

Name:

Email:

KSU ID:

School/Department:

Director/Chair:

Amount Requested (\$500 max):

RATIONALE (150 words max):

DETAILED BUDGET (budget items w/ cost estimates):