

# Adjunct Faculty Development Funds Application Preview

Spring 2020

*Please read this before proceeding to fill out and submit your application.*

Please read this before proceeding to fill out and submit your application.

- Awards are for up to \$2,000 per academic year to eligible adjunct faculty for professional development (including conference fees and travel) related to teaching, scholarship and research, career planning, and/or leadership. Monies cannot be used for tuition. Monies are only for singular events or activities; that is, adjuncts cannot lump multiple requests (e.g., two conferences) into one proposal.
- Awards are intended for adjuncts whose primary role at James Madison University is that of teaching. Those not eligible to apply are classified staff members, A&P faculty, emeritus faculty, visiting faculty, scholars in residence, and full-time faculty, as those terms are defined in the Faculty Handbook or university policies.
- In order to apply, adjunct faculty must have taught for one semester or more, at the time of application, at James Madison University. Eligible faculty are asked to discuss this funding opportunity with their unit heads prior to completing the application. Professional development monies will only be granted for activities that transpire in the future; that is, these awards are not intended to reimburse faculty for past professional development activities.
- Award recipients will submit a brief professional development activity report, to be used later to share the impact of these monies on the recipient, student, programs, etc.

## Eligibility

1. I have reviewed this request with my academic unit head/director and, if required by my AUH/director, my departmental fiscal tech. I confirm that this request adheres to departmental spending guidelines and is supported by my AUH/director. (Yes/ No)
2. I confirm that the request is for funding to be utilized on or before June 12, 2020. (This also applies to conference start and end dates.) (Yes/ No)

## Please provide the following information.

- First Name
- Last Name
- Email
- Please select your college:
- Please select your department from the list below, or provide your department in the space below.

- Number of semesters that you have taught at JMU
- Indicate the dollar amount of professional development funds that you are requesting. Please note that the funding ceiling is \$2,000. If possible, please also offer an itemized break-down of expenses.
  - Example: “I am requesting \$1,190 to attend a three-day Psychology conference in Chicago, IL . The estimated breakdown is as follows: \$400 registration fee, \$300 travel by air, \$280 in hotel expenses, and \$210 in meal per diems.”
- Please indicate additional sources of funding (confirmed or outstanding) that you have sought in support of this professional development activity.
- For what activity or purpose will you utilize these professional development funds? (If requesting funds for conference travel, please provide the name of conference, conference dates, and conference location.)
- In the event that you are planning to utilize funds to attend a conference or institute, please indicate whether you (1) serve in a leadership role with the related association and/or (2) plan to present a paper, workshop, symposium, etc.
- In what ways will this funding request advance your teaching, career planning, research/scholarship, and/or leadership? (Please specify anticipated outcomes and impact. Please limit your response to 150 words.)