Center for Excellence in Learning, Teaching, Scholarship, and Service (CELTSS)
Professional Development Funding Guidelines AY 23-24

Professional Development Funds are provided by the Provost/Vice President for Academic Affairs and made available to faculty and librarians through the CELTSS review process. CELTSS will notify recipients about the status of their application. The CELTSS committee makes recommendations to the Provost/VPAA, who then approves or denies the funding. All funding is administered through academic departments.

Who may apply?
- All tenured, tenure-track, and full-time temporary Faculty and Librarians under contract as of September 1 of the current year may apply for funding.

Who considers the application?
- A Funding Subcommittee composed of five members of the Steering Committee of CELTSS works with the CELTSS Director to review the applications. The CELTSS Director reports recommendations for funding to the Steering Committee. The Director then sends recommendations for funding to the Provost/Vice President for Academic Affairs for approval.

Where are the application forms?
- Applications are available on the CELTSS funding page.

When should I apply for funding?
- Applications for funding are accepted three times a year with deadlines announced at the beginning of the academic year, ordinarily in early October, late November, and late February. For AY 2023-2024, applications for course releases are due November 30. Applications for all other funding are due October 5, November 30, and February 29.
- In any year when substantial budgeted funds remain after Round 3 of funding recommendations is completed, the Funding Subcommittee will add a Round 4 of funding.
- Please note that the fiscal year extends from July 1 to June 30.

How are the application forms submitted to CELTSS?
- CELTSS Funding applications can be found on the CELTSS funding page.
- Click on the appropriate funding application and complete the application online. Please respond to all elements to the best of your ability.
- Remember to upload any supporting documents while completing the online application.
- Once you’ve completed the application, submit (you will be given the chance to download a PDF of your application).
- If you received CELTSS funding in AY 22-23, your end-of-year report must be attached to the application for new funding before it will be considered.
- Due to the volume of requests, the committee cannot consider incomplete applications.
- Due to the volume of requests, in rounds 2 and 3 priority will be given to applicants who did not receive funding previously in that academic year.

What are some examples of expected tangible outcomes of funded projects?
- Publications in professional print journals or electronic media
- Books
- Performances
• Professional presentations or exhibitions
• Published software
• Advancement of faculty research projects
• New course development or enhancement of pedagogy
• Faculty/librarian/staff in-service programs offered to the FSU community

What are the responsibilities of funding recipients?
• Final end of year report
  o Purpose of final report
    ▪ Provide history of types of funding supplied and the contribution to the individual and institution as a result of the funding
    ▪ Serve as examples for future applicants who wish to pursue development opportunities
    ▪ Provide participating faculty and librarians with a record of participation in professional development activities which may be included in professional portfolios
  o Submitted within 30 days of completed activity to celtss@framingham.edu
  o Final report to include 250-word abstract and one to two-page summary of the funded work that includes a
    ▪ brief description of the work
    ▪ discussion of how the work did or did not meet the goals and expected outcomes
    ▪ description of professional growth attained
    ▪ statement of how the knowledge or experience gained will benefit the faculty member, librarian, and/or department including completed or planned applications of the knowledge gained
  o Participation at A Day in May professional development conference is highly encouraged.

What are the funding categories?
• Course release awards (must be applied for in the Spring for the following Fall or Spring release)
• Conducting research and creative work
• Presenting research and creative work
• Teaching and learning
• Attendance at conferences or other professional workshops

• Course Release
  o Awarded as funding to the department to support one course release in Spring or Fall semester in the amount of $7,815.32.
  o Requires chair approval
  o Applications are accepted in the spring semester for fall and spring course releases during the following academic year
  o Departments are reimbursed for the cost of hiring a Visiting Lecturer for the term; no funds are provided to the award recipient
  o Pre-tenure awards
    ▪ Designed to provide faculty/librarians in their 3rd, 4th, or 5th pre-tenure year with additional time to continue with or complete ongoing research or begin new research projects
    ▪ Applications will not be considered if submitted in the term during which the applicant has submitted materials for the tenure review process
  o Post-tenure awards
▪ Available for post-tenure faculty to provide time to continue with or complete ongoing research or begin new research projects.

• Conducting research and creative work
  o Award may be used to pay for:
    ▪ scholarly expenses related to the pursuit of academic research and/or creative work. In the case of student research assistants (compensated at the rate of $14.25 per hour), you must provide details of work to be assigned, hours needed, expectations of the student, and specific contributions to faculty research.
  o If IRB approval is required, applicants should obtain IRB approval before submitting a CELTSS funding request and submit the IRB approval letter with the application
  o Materials, texts, library books, and equipment that are accessible through interlibrary loan, are considered standard departmental issue, or are more appropriate for institution-wide use are not eligible for purchase through CELTSS funding and should be requested through the department.

• Presenting research and creative work
  o Tuition, registration fees, travel, housing, food, conference-provided childcare, and other reasonable expenses directly related to presenting original research and creative work
  o May be awarded to applicants for presenting research or creative work at regional, national, or international professionally sponsored conferences, intensive workshops, and seminars.
  o Travel expenses will be reimbursed in accordance with state travel allowances and regulations
  o Applicants must use their departmental travel allocations before seeking CELTSS funding.
  o Priority is given to conferences and workshops affiliated with accredited organizations.

• Teaching and learning
  o Initiatives relating to pedagogy related to current or planned FSU courses or programs, including but not limited to:
    ▪ improving teaching effectiveness
    ▪ improving students’ learning experiences
    ▪ advancing antiracism in teaching and learning
    ▪ enhancing student engagement
    ▪ developing curricula
    ▪ arranging for experts to make presentations
  o Recipients of an award for development of online or hybrid courses are expected to work with ETO so that use of technology and incorporation of Quality Matters standards are maximized.
  o Full-time temporary faculty/librarians must complete work on teaching and learning awards before the end date of their employment contracts.

• Attendance at conferences or other professional workshops
  o Professional development activities, including, but not limited to:
    ▪ attendance at regional, national, and international professionally sponsored conferences and workshops as a participant or as an officer of a member of a committee of the sponsoring organization
    ▪ participation in programs that provide professional development towards antiracism
    ▪ participation in other professional development activities that enhance teaching, learning, scholarship, and service.
• Priority is given to conferences and workshops affiliated with accredited organizations.
• If the conference is outside of your discipline, include a statement about how you anticipate your scholarship and/or pedagogy will benefit from your attendance.
  o Award money may be used for registration fees, travel, housing, food, and other reasonable expenses directly related to the approved professional development activity and will be reimbursed in accordance with state travel allowances and regulations.
  o Applicants are expected to use their departmental travel allocations before seeking CELTSS funding.

• Please note:
  o Each individual may receive up to a $1,500 maximum award, in each category, in each funding round.
  o Individuals can apply to multiple categories in the same round for different projects. Individuals can apply to multiple rounds for the same project.
  o Applicants are expected to use their departmental travel allocations before seeking CELTSS funding in any category.
  o The Funding subcommittee reserves the right to consider the feasibility of the project, the fit with the CELTSS charge to support faculty development, the number of applications per individual, and the range of other applications in each round of funding.

• DEADLINES AY2023-2024:
  o Round 1: October 5, 2023
  o Round 2 & Course Releases: November 30, 2023
  o Round 3: February 29, 2024
• Only completed application proposals will be evaluated. Incomplete applications will not be considered and will have to be resubmitted during the next funding cycle.
• All applications are submitted electronically via online application.
• Applications include:
  o All information requested on the application form
  o Please include in the description:
    ▪ Description of project with complete rationale for funding in terms of need and professional development
    ▪ Listing of specific and tangible outcomes of project with emphasis on benefit to FSU
    ▪ A URL link to the conference where your presentation may be verified
    ▪ Dates and timeline as to when results will be achieved
    ▪ Need for additional funds to maintain equipment or materials with description of how later funds will be provided
  o Budget sheet (see application)
  o Note: Please include the final end-of-year report if you received CELTSS funding last year and have not yet submitted the final report.

How to Obtain your Awards:
• Chairs will be notified of course release approvals, and funds for hiring the VL for course coverage will be provided by CELTSS.
• All travel and research funds are processed through the department administrative assistants. They will need a copy of your award letter from the Vice President to process CELTSS funds.
• You can be reimbursed by submitting appropriate travel request forms before traveling, and then submitting your request for reimbursement after travel is completed. All receipts and documentation follow the standard state guidelines. Travel expenses must be reimbursed in the fiscal year in which the travel occurred.

• All requests for reimbursement for research expenses are submitted using the reimbursement form obtained from building secretaries. Purchasing of equipment must also follow state guidelines and the equipment becomes the property of the University. Tagging of equipment follows the standard university policy. Please check with chairs and secretaries for policies regarding purchases.