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PART-TIME FACULTY DEVELOPMENT FUND

The Center for Teaching and Learning is pleased to invite proposals from faculty eligible for support from the Part-Time Faculty Development Fund. Below are the requirements and guidelines for proposal consideration.

Beginning July 1, 2016, part-time faculty members who are covered by the collective bargaining agreement between Boston University and the Service Employees International Union Local 509 are eligible to apply for reimbursement for expenses associated with professional development activities related to teaching. Part-time faculty members may not receive more than one (1) allotment each academic year from the Professional Development Fund.

Proposals must be reviewed and signed by the faculty member's academic unit head or chair on the attached cover sheet before submission to the Center for Teaching and Learning for approval. Proposal submissions will be approved on a rolling basis each fiscal year; that is, beginning July 1 and ending on June 30 of the following year.

In accordance with the negotiated contract, Professional Development funds shall be used exclusively to support attendance at an academic conference or other relevant professional development activity related to teaching at Boston University. Professional development activities may include presenting a paper and/or expenses leading to the production of creative and artistic works on a topic related to the faculty member's discipline or department. This fund can be used to help cover travel and registration fees for such activities. Funds may not be used to pay students or employees.

Submission Process:

1. Faculty member sends completed proposal and signed cover sheet to academic unit head or chair for review.
2. Within 10 days of submission, academic unit head or chair reviews the application, signs it, and sends it to the Center for Teaching and Learning (ctl@bu.edu).
3. The Center for Teaching and Learning Director will communicate the decision of the request within 30 days of receipt of the proposal.

4. Upon notice of a successful proposal, funds will be transferred from the CTL to the faculty member's home college/school. College/school point-of-contact information will be emailed to awardees once funds have been successfully transferred. We strongly encourage faculty to contact their college/school business office representative as soon as funding is made available.

We strongly encourage faculty to submit their proposals before their conferences or other events. Supporting documentation of incurred costs pertaining to approved proposals must be submitted to the faculty member's primary unit for reimbursement within 30 days of completion of the professional development activities. Expenditures must be consistent with established university policies (see <http://www.bu.edu/travelservices/resources/policies/>).

The Center for Teaching and Learning looks forward to reading your proposals and supporting your professional development.

Sincerely,
Deborah Breen, PhD
Director, Center for Teaching & Learning

**PART-TIME FACULTY DEVELOPMENT FUND (PFDF)
Proposal Cover Sheet**

Name:

Faculty Title:

Department:

School or College:

Name of Academic Unit Head or Chair:

Total Amount Requested:

1. Please describe the professional development activity **related to teaching** (including proposed beginning and ending dates) in the proposal for which you are seeking PFDF funding (3 pages or less).

2. Please itemize the expenses for which you request PFDF funding.

3. Please attach to your proposal a brief *curriculum vitae* (no longer than five pages, please).

Signature of Faculty Member

Date

I approve this proposal.

Signature of Academic Unit Head or Chair

Date