



Faculty Professional Development Fund

From the Offices of Faculty Development and Provost

FAQ

The Faculty Professional Development fund is a new opportunity at ArtCenter for Faculty members to engage with peers through national or international non-profit professional settings – specifically presenting or being featured on a panel at conferences, or professional organization meetings, or speaking engagement by invitation in a not-for-profit situation (differentiated from ArtCenter Faculty Council’s annual Teaching Advancement Award*). The Office of Faculty Development (OFD), underwritten by the Office of the Provost, will allocate funding. Currently, \$15,000 has been identified annually for this opportunity. Please see protocols and procedures below, established to make sure the application process is available to all, transparent, and equitable. If your presentation is eligible, please complete the FPD Application Form, available on the [Faculty Development page](#) on inside.artcenter.

Guidelines and FAQ

- Faculty members should apply to present at a conference (or have been invited to present) and then initiate the funding request with OFD (acceptance/invitation letter to be presented at this time).
- Differentiated from the TAA* offered by the Faculty Council, this budget would provide funds *specifically* for faculty members to present at professional conferences, etc.
- Completed FPD Application and Education Travel Request forms must be received in advance of travel. Faculty Development workshops and coaching will be offered in conjunction to help with conference application process.
- Funds may be used for conference registration fees, membership fees if applicable, conference hotel, and travel to/from (including plane tickets and ground travel to/from conference, excluding rental cars or *per diem*), not to exceed \$1,500 (national) or \$2,500 (international). Blanket funding will not be directly allocated to the faculty member.
- Purchases can be made in advance with OFD, or by the faculty member who will be reimbursed using the College’s Education Travel Expense Report Form, accompanied by original receipts.
- OFD will work with the Faculty Member and a pre-determined, authorized Travel Agent to make the arrangements for travel.
- If conference dates fall during teaching days, Faculty members must have approval from their department and must make all arrangements to cover any missed teaching days.
- Faculty members can make use of the FPD fund once per calendar year, determined from date of presentation.
- Preference will be given to faculty members who are applying for the first time.
- Faculty members must be active faculty at the time of presentation, and have been with the college for a minimum of two consecutive terms at the time of application.
- There is no responsibility to report or pay taxes on FPD awards (this is not considered earnings)
- This opportunity is available to Public Program Faculty members.
- Faculty members benefiting from this fund will be asked to work with the Offices of Faculty Development and Marketing and Communications to share their work with the community.
- Faculty members receiving this funding will be asked to archive their presentations with the college.

* ACFC TAA: ACFC Teaching Advancement Awards support a range of activities that enhance your knowledge as an educator and directly benefit your students in classroom and studio, and are available to successful applicants for research, conferences, workshops, exhibitions and related travel expenses that are not covered by departmental classroom support

How to Apply for the FPD Fund

Recipients of Faculty Professional Development funding will work with the Office of Faculty Development (OFD) in advance of purchase for related fees for conferences, exhibitions, etc. Associated travel and lodging costs must be pre-approved. All faculty members using this fund will be asked to complete an [Education Travel Request Form](#) in advance of arrangements for travel.

Please note, only travel, transportation, and lodging will be covered. Meals, incidentals, and *per diem* expenses will not be included. Cash advances will not be given.

1) Complete FPD Application and Return to Office of Faculty Development

- Application is available on the [Faculty Development page](#) on inside.artcenter

If your application is approved for funding, you will be asked to complete the following steps:

2) Submit a Completed Education Travel Request Form

- This will be sent to you via DropBox once your application has been reviewed and approved for funding
- This form must be submitted in advance of travel

3) Make Arrangements for Travel, Registration, and Related Expenses

- OFD can connect you with an approved travel agent for your convenience to help with airline ticket and hotel reservation
- Advance purchases can also be made for conference registration fees and other associated expenses

If you are submitting any pre-approved expenses for reimbursement, you will be asked to complete the following steps within 15 days from return:

Complete a Travel Expense Report

- o Travel expense report must be submitted to OFD within 15 days of return from travel
- o Original receipts must be provided for reimbursement
- o Reimbursement can only be submitted for pre-approved expenses (travel, hotel, registration fees)

Upon Return

4) Submit Presentation to ArtCenter Archives as part of the Faculty Professional Development Fund collection

5) Work with Offices of Marketing and Communications and Faculty Development to Share your Presentation with the ArtCenter Community

- Some options include being interviewed by Marketing and Communications for articles that promote faculty accomplishments, faculty research, and faculty members in general, or working with Faculty Development to give a workshop, brown-bag talk, lunchtime presentation, or sharing your work with the community in another form...

Please direct all related questions to the Office of Faculty Development: sam.holtzman@artcenter.edu

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