Rindge Faculty Guidelines for 2016-2017 Development & Research Funding

(Amended 10/2016)

Total amount of available funds is $45,000. One-half of this amount is available each semester, subject to the following guidelines:

**Multiple requests** per academic year are allowed, with the following limits:

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| Full-time |  | up to $1650 |
|  | Speaker | up to $1000 in addition to the above allowance |
| Part-time / Visiting Faculty | 1st year | up to $700 |
|  | 2nd year | up to $900 |
|  | 3rd year | Up to $1100 |
| Senior Lecturer |  | up to $1350 |
|  | Speaker | up to $625 in addition to the above allowance |
| Retired Full-time faculty  (15 years of service or longer) |  | $1600 for first year of retirement; same allowance as for part-time faculty thereafter. Must teach at least one course. |

Requests are considered on a first-come, first-served basis. Each of the following criteria must be met:

1. All requests and purchases must be made within the current fiscal year.
2. All requests must be written on the appropriate form found online on campusweb.
3. All requests must be received the Friday before the scheduled meeting time.
4. It is highly recommended that faculty who are seeking funding to attend a conference or workshop, *obtain approval prior to travel*. If this is not possible, faculty can submit an application for reimbursement. Itemized purchase receipts must be submitted in either case after the travel is completed. Funding is never guaranteed even if a faculty member has paid for a development activity and is seeking reimbursement.
5. If a faculty member has exceeded the approved amount, he/she may request further funding after April 15 of the current academic year. Only one resubmission for funds will be considered after April 15 and is dependent on current faculty development budget and remaining funds.
6. Only Rindge campus full-time and part-time (with 12 continuous years of service) faculty members have access to the Faculty Development and Research Funds.
7. Current mileage reimbursement is $0.54 per mile.
8. An application for preapproval can be made for tangible items prior to purchase. A quote must accompany the application. Equipment for classroom use is NOT to be funded by the Faculty Development Fund, which is a fund for professional development. Classroom equipment is the responsibility of the University. If the equipment/technology purchase is for professional development, then it is potentially legitimate, if the professional development piece is well argued and outlined in the request. Classroom work is not professional development.
9. \***NOTE:** A separate fund of **$500** is available from the Academic Dean's Office for memberships, periodicals, etc.