**Faculty Funding**

**Revised July 2023**

Review of “Procedures Followed by the Campus Funding Committee, REV 11-9-2017” have been used to provide a synopsis of the information and to develop new forms for the application process.

The Campus Funding Committee is a group of appointed faculty that recommend to the Chancellor/CAO the amount of distribution of specified funds for the support of scholarly activities, with the goal of allowing as many interested faculty to receive a fair share of available funds.

The central guiding principle of the group is to encourage activities that produce tangible results.

For example, higher levels of support are typically awarded to those whose successful completion of scholarly activities have resulted in the acceptance of a paper or panel presentation at a conference, in contrast to mere attendance at a conference.

Another example is that higher levels of support are often recommended for participation in a workshop to acquire competence in a specific pedagogical technique, or to acquire or maintain teaching or program certification, in contrast to attending a general conference in hope of discovering ideas that might be useful in a classroom.

There is value in attending a conference without a paper to present or a specific workshop to attend as sometimes very useful information is acquired and networking contacts are developed, but as achievement of results are encouraged, lower levels of funding are awarded for merely attending a conference.

The second major guiding principle of the group is to recommend higher levels of funding support for faculty who are actively seeking tenure, however, proposals from tenure-track faculty to merely attend conferences are discouraged and will be recommended for funding at the lower levels of any faculty member who would submit such a proposal.

In order to support equitably the large number of applicants with limited funding dollars:

* the committee does not recommend higher amounts for more expensive proposals;
* proposals from teaching-line and tenured faculty are treated equally;
* proposals to improve teaching and support research and creative activity are treated equally.

**The amount of support is impacted by the number of applications.**  At the discretion of the committee and/or the chancellor/CAO, a decision may be made to award only a portion of the available dollars in during the initial process in order to allow for a second round of funding to be made available partway through the academic year.

**Procedure Followed by the Committee to Support an Equitable Distribution of Funds**

The specific procedures for all funding follow:

After confirming that a proposed activity is consistent with the funding goals, the committee assigns one of three weights to proposals:

• Proposals from faculty seeking tenure (other than merely attending a conference): 1.0

• Proposals to present a paper or chair a session at a conference: .7

• Proposals to participate in a workshop to acquire a specific pedagogical technique: .7

• Proposals to participate in training to maintain or acquire certification: .7

• Proposals for research/creative activities planned or in progress: .3

• Proposals to attend a conference or workshop: .3

The committee receives a summary of proposals in an Excel spreadsheet, the weights are entered into a column of the spreadsheet. These weights are then added for a total, and then divided into the amount of available funding in order to determine the **base amount**.

**New Process July 2023**

**One application will be used by all faculty to request funding.**

Link: <https://dubois.psu.edu/academic-funding-opportunities>

The expectation is that proposals will continue to follow the main goals of one or more of established funding categories: the Professional Development Grant, Teaching Development Grant, and/or Research Development Grant.

Specific criteria:

* Support for instructional activities intended to improve instruction and enhance the quality of teaching and learning/
* Support to stay current in discipline and advance scholarship and/or research agenda.
* Support for new research and scholarly activities, rather than to sustain established research programs.
* Support to travel to conferences where serving on a panel, presenting a paper, etc.
* Support to travel to conference, seminar or other event that is focused on your discipline.
* Support to purchase software to assist with the development of materials and resources for a course.
* Support when delivering credit courses with a study-abroad component.
* Support for other instructional related support that would help to develop professionally.
* Support needed to design and test methods for evaluating teaching.
* Funds needed to hire a student. Please include details of job responsibilities.

Important Note: Separate special funding may still be requested for projects or initiatives that do not meet any of the criteria listed above. In such cases, use the following link to submit a request for special funding at any time throughout the year: <https://dubois.psu.edu/form/faculty-and-staff-funding-request-form>