

Adjunct Faculty Professional Development Fund

Guidelines and Process

Purpose and Eligibility

The University shall contribute \$25,000 each fiscal year to the Professional Development Fund. These funds will roll over from one year to the next, but the total amount in the fund shall not exceed a maximum of \$50,000. This Fund is made available to support the professional development activities of Bentley adjunct faculty members. Awards are available for activities that enhance the adjunct faculty members' effectiveness as teachers and allow them to further develop appropriate pedagogy and maintain their academic/professional currency as it relates to courses they teach at Bentley. The activities funded by the Professional Development Fund are not required by the University and the time spent on the activity therefore is not compensated by Bentley. To be eligible for funding, a part-time faculty member must have taught a minimum of two (2) semesters or three (3) courses at Bentley, whichever comes first (these may be sections of the same course) and be eligible to join the adjunct union. There is no specific deadline for proposal submission. Proposals are funded on a rolling basis.

Amount of Funding and Allocation of Funds

Award applications may be made for up to \$1,000 per proposal and a faculty member may receive funding once per academic year while funding is available. Once the fund has been expended in a given fiscal year, no additional proposals can be funded. Please note that funds from these awards must be used by June 30 of the fiscal year in which they are granted. To receive reimbursement, the adjunct faculty member should submit invoices or receipts for expenses incurred.

Proposal Requirements (use the attached application form if you find this useful)

- Short description of the proposed use of funds (e.g. attending a conference or workshop related to the subject area of the course(s) the applicant teaches, attending a teaching workshop, materials for the course(s) the applicant teaches) along with a statement of the likely outcomes and benefits for the faculty member and for Bentley. The statement should explicitly address how the award will help the faculty member maintain currency in their area of teaching expertise.
- Budget for the project.
- Short statement of support from the appropriate department chair certifying the merits of the proposal (e.g., the relationship between the proposed activity and the faculty member's teaching at Bentley and the maintenance of currency).
- If the proposal involves travel paid from the award, provide completed travel documentation. Contact Brinda Sood (bsood@bentley.edu) or the Business Service Center for information about the travel documentation process.

Application Process

1. Faculty submits the application form to the Department Chair. There is no specific deadline for the proposals and proposals are funded on a rolling basis.
2. Department Chair reviews the proposal for its merits, signs off to approve, and forwards the proposal along with the evaluation of the proposal and amount of departmental

funding available for its support to the appropriate Dean (Jeff Gulati, Senior Associate Dean of Arts & Sciences, jgulati@bentley.edu; or Aaron Jackson, Senior Associate Dean of Business (ajackson@bentley.edu).

Decision Process

Final decisions are made by the Dean of Arts and Sciences and the Dean of Business or their designee.

Questions

Contact Jeff Gulati (jgulati@bentley.edu) or Aaron Jackson (ajackson@bentley.edu) with questions.

Policy effective as of January 9, 2023

Adjunct Faculty Professional Development Fund Application

Name:

Department:

Development Opportunity: Please provide a short description of the development opportunity including its benefits for you, your professional currency, and your teaching at Bentley. Feel free to add relevant attachments (*e.g.* conference announcement, description of a workshop, etc.)

Budget: Please provide details on how the money will be spent (*e.g.* conference or workshop fees, travel expenses, etc.).

Department Chair Statement of Support: Please provide a short statement that the applicant has taught at taught a minimum of two (2) semesters or three (3) courses at Bentley, whichever comes first (these may be sections of the same course) and that you, as Department Chair, support this application.