

Louise and Samuel Olshan Endowment for Faculty Professional Development

Purpose

The fund will provide financial support to full-time faculty members (not including chairs or assistant chairs) and adjunct faculty who have taught 20 semesters (fall and/or spring) in the last 12 years. Grants will defray the cost of membership in professional organizations or to attend conferences or professional meetings.

1. For membership in a professional organization the maximum award will be \$50.
2. For attendance at an in-state professional organization meeting, the maximum funding will be \$75 to be used for registration, travel and lodging.
3. For attendance at an out-of-state professional organization meeting, the maximum funding will be \$150, to be used for registration, travel and lodging.
4. Preference may be given to applicants who have not received professional development funding, including Olshan Endowment funding, in the past three (3) years.
5. Applicants who are requesting Olshan Endowment funding to supplement other funds for professional development activity may be considered.
6. Applications must be submitted by November 1 for December 1 decision, and by May 1 for June 1 decision.
7. Applicants may request support *in advance* of a conference or membership, or as *reimbursement* for a membership or a conference attended.

Committee

The decision-making committee will consist of:

- The Vice President of Academic Affairs
- A faculty member in the Division of Business, Mathematics, Engineering and Technology, to be chosen by the Dean of that Division
- A faculty member in the Division of Health and Natural Sciences, to be chosen by the Dean of that Division
- A faculty member in the Division of Liberal Arts, to be chosen by the Dean of that Division
- The Director of the Center for Teaching Excellence (CTE)

The Vice President of Academic Affairs will convene the committee.

Terms of Office

The Vice President for Academic Affairs and the Director of the Center for Teaching Excellence are standing members of the Committee. Initially, two faculty members will be selected for two (2) year terms. One faculty member will be selected for a one (1) year term. When that 1-year term ends, that faculty member (or a replacement) will be selected for a two-year term. The purpose is to assure that all three faculty members do not serve concurrently.

Terms of office for faculty members are two years. No faculty member may serve longer than three (3) two-year terms for a maximum of six years. If a faculty member resigns during his/her term, the appropriate Dean will name a replacement to serve out the term of the resigning faculty member.

Application

Applicants will utilize the official application form to apply for Olshan Endowment funding. The Committee will utilize information on the form to make its decision.

Criteria

In making its decision, the Committee will consider:

- The professional standing of the organization (in cases of professional memberships)
- The relevance of the organizational meeting or seminar to the faculty member's field of instruction.
- Priority will be given to applicants who have not received professional-development funding, including Olshan Endowment funding, in the past three years.
- Applicants who are requesting funding to supplement other funds for the professional-development activity for which Olshan funds are being requested will be considered.

Notification

Grant recipients will receive notice of their grant awards by mail and will be notified of the terms of the grant.

Approval and Reimbursement

Grant recipients will be required to keep receipts to certify that expenditures were used for the purpose intended. Receipts will be given to the Vice President of Academic Affairs, who will review the expenditures and approve reimbursement. The grant recipient will then be reimbursed from the "restricted" (spending) account of the Olshan Endowment.

Please note: Reimbursement will not be possible without proper receipts. Reimbursements will be processed according to College policy.