



30.026 Faculty Development Policy

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of the Vice President for Academic Affairs
Related Policy: 2000
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Policy Statement

The institution provides evidence of ongoing professional development of faculty as teachers, scholars, and practitioners. (Comprehensive Standard 3.73, Southern Association of Colleges and Schools, Commission on Colleges, *Principles of Accreditation: Foundations for Quality Enhancement*, 2001, page 26.) In accordance with this standard, Norfolk State University is committed to promoting professional development activities of its faculty members to ensure the following: faculty members' pedagogical skills reflect time-proven methods as well as current instructional trends and modern delivery modes; faculty members have full opportunity to enhance and acquire emerging technological skills and apply them to instruction; faculty members embrace opportunities to contribute to regional and national forums of research, education policy and practice, and other professional activities; faculty members have an opportunity to participate in growth experiences and share the information, trends and ideas with other professors or with entire departments after such experiences; and faculty members take advantage of in-house presentations that provide growth possibilities.

Purpose

This policy establishes the process for obtaining faculty development funding.

- A. Activities which qualify for faculty development funding include:
 1. Additional graduate work in the discipline.
 2. Meaningful participation in professional meetings (Persons presenting will be given preference over non-presenters).
 3. In-service training such as instruction in e-learning, computer technology, and global education.
 4. Release time for curriculum development.
 5. On-campus development activities specific to a discipline or a need and designed for group participation.
 6. Other activities that qualify as developmental (Travel such as People to People, to present keynote speeches for other organizations or other activities that are unrelated to Norfolk State University's mission and goals will not be funded.)

Procedures

- I. Process

- A. The faculty member will submit a completed application to his/her Department Head for approval AT LEAST SIX WEEKS prior to the scheduled activity. Materials to support the request should be attached.
- B. The application, signed by the Department Head, with supporting materials (conference, registration and lodging information), will be forwarded to the School Dean for signature.
- C. The application signed by the Dean, with supporting materials, is forwarded to the Vice President for Academic Affairs for final approval.
- D. Applications will be reviewed during the last week of each month from August through March.
- E. An official notice of the award will be sent to the applicant from the Office of Academic Affairs.
- F. Faculty members must observe all state and university guidelines for travel and work with the official NSU travel agency. No refunds will be available retroactively for unapproved travel or expenses.
- G. Faculty Development recipients may be required to do a presentation at one of the Faculty Development Brown Bag Lunch Series.

II. Timeline for Travel Activity

- A. Each faculty member may apply for one annual award per fiscal year. The maximum award amount will be determined and announced by July 15 of each year.
- B. Applications are due six weeks prior to the scheduled activity. Attach supporting documentation.
- C. Faculty will be notified after the Faculty Development Form has been approved in the Office of the Vice President for Academic Affairs at least two weeks prior to the scheduled activity.
- D. In accordance with Norfolk State University's Travel Guidelines, the reimbursement voucher must be signed by the traveler and traveler's supervisor and submitted to the Office of Academic Affairs within five (5) working days after returning from travel status. Attach ALL original receipts and the Faculty Development Report and Evaluation Form. If the travel reimbursement voucher is not submitted in accordance with the published state travel guidelines and the Faculty Development Report and Evaluation Form is not attached to the reimbursement voucher, the faculty member will be ineligible to apply for subsequent grants.
- E. Please type application and Travel Reimbursement Voucher.
- F. It must be emphasized that the Faculty Professional Development Fund is not large enough to cover all out-of-pocket expenses for faculty travel and research; therefore, grants from the fund are not an entitlement.