College of Applied Science & Technology

Faculty/Staff Professional Development Fund

The Dean’s Office in the College of Applied Science and Technology encourages the continuing education and professional development of the faculty/staff within the College. All tenured, tenure track, 100 % employed continuing non-tenure track faculty, administrative professionals, and civil service staff are eligible to receive support from the Faculty/Staff Professional Development Fund one time per fiscal year. Applications are accepted throughout the fiscal year until fiscal year funding is depleted.

**Program Parameters**

The maximum funding an applicant can request is $2,000, typically in the form of reimbursement. Faculty/Staff Professional Development Funds can be used for registration fees, transportation costs, lodging costs, meals, and required materials associated with workshops, trainings, seminars, courses, and other professional development activities.

**Time Frame**

Application Deadline: None. Applications accepted throughout the year.

**Application Materials and Procedures**

An application consists of a Microsoft Word file submitted by the head of an academic unit (email submission represents assurance by the head that the logistics of the proposed reassigned time been considered within the academic unit), sent as an email attachment to Cara Rabe-Hemp at [cerabe@ilstu.edu](mailto:cerabe@ilstu.edu) The email must have as the subject line Pro Dev Funds <applicant name>, and the attached word file should also be named after the applicant.

Use the following Word template to submit an application.

Application

CAST Faculty/Staff Professional Development Program

Please complete ALL sections of the application

Applicant Name:

Academic Rank:

Academic Unit:

ULID:

Office Phone:

Dates of proposed Professional Development:

Name and address (and web address) of proposed professional development:

Expected budget:

Source of other support for this development:

**Narrative** (single-spaced, twelve point font, one inch margins, no longer than two pages)

**Describe the following (complete all sections):**

* nature and scope of the professional development opportunity;
* goals, objectives, and time frame of the professional development opportunity
* reputation of the provider of the professional development opportunity
* how the teaching, research, and/or service responsibilities of the applicant will be enhanced by the professional development opportunity
* ways the applicant will share what s/he learns while taking part in the professional development offering with students and colleagues; and
* budget outline, with all requested and contributed support identified.

Copies of relevant publicity (brochures, flyers, etc.) may be submitted if the web site does not include this information.