

## **FUNDING FOR JAMES I. PERKINS PROFESSIONAL DEVELOPMENT FUND**

The Perkins Professional Development Committee is a subcommittee of the College Council. The Perkins Professional Development Committee shall be responsible for making recommendations to the Dean of the James I. Perkins College of Education regarding funding of faculty for activities related to the James I. Perkins Professional Development Fund expenditures.

The following policy is to be used by the Perkins Professional Development Committee for decision-making regarding the disbursement of James I. Perkins Professional Development Funds available for faculty development.

### **DESCRIPTION:**

1. The pool for the James I. Perkins Professional Development Fund is awarded annually to the College of Education and is administered by the Dean of the College of Education,
2. Funds will be allocated as supplemental support for those who deliver research papers or present creative activity at regional, national, or international venues. Events sponsored by state or local organizations are not eligible for funding.
3. Faculty development activities **not** included under this policy are:
  - a. Faculty/committee meetings or teaching obligations that require travel
  - b. Recognition ceremonies
  - c. Formal education, e.g. masters or doctoral courses
  - d. Local and state professional development
4. Within one academic year (September 1-August 31), an individual faculty member may only receive faculty development funding one time per semester not to exceed twice per academic year.
5. Funds are intended as supplemental support only. Funding for regional/national travel may be awarded up to \$500 dollars with no more than 50% of the total award paid by Perkins Professional Development monies. Funding for international travel may be awarded up to \$1000 dollars with no more than 50% of the total paid by Perkins Professional Development Monies. Funding will not exceed \$1,000 per academic year. (Location changed – no revision to content)

**ELIGIBILITY:** The James I. Perkins Professional Development Funds are available for full time faculty, instructor through professor including visiting professors.

### **APPLICATION PROCEDURE:**

1. The James I. Perkins Professional Development Fund Application form (attached to the policy) is to be used for all funding requests. ***Incomplete or unreadable applications or failure to follow the procedure will result in the return of the application without a review by the Subcommittee.***

2. Confer with the Department Chair/Director and complete the Faculty Development Fund Application form.

**Before submitting, please use the following checklist provided to make sure your packet of materials is complete:**

\_\_\_\_\_ a. Perkins Professional Development Fund Application

\_\_\_\_\_ b. Notification of acceptance from the sponsoring organization

\_\_\_\_\_ c. Materials submitted for conference acceptance (e.g. proposal abstract)

\_\_\_\_\_ d. Completed travel request with estimated cost of travel and departmental and/or additional funding sources noted.

3. Submit application packet to the Chair/Director for signature. Chairs will be responsible for submitting the application packet to the office of the Dean.

4. Those who are awarded funds from the James I. Perkins Professional Development Fund upon return must send a thank you letter to Mr. Perkins briefly outlining the professional development activity along with how the professional development activity enhanced SFA's reputation and furthered the person's research or creative activity. Send thank you letter to:

Mr. James I. Perkins,  
Citizens 1st Bank  
P.O. Box 7640  
Tyler, TX 75711

Provide a copy of the thank you letter to the office of the Dean. Failure to submit a thank you letter will result in ineligibility for funds during the following year.

5. When possible, funding should be acknowledged verbally or in writing at the time of the presentation. For example, "Funding for this presentation was provided in part by the James I. Perkins Foundation."

6. Upon completion of travel, faculty should follow the university travel policy for travel reimbursement.

7. Applications will be received on a monthly basis and reviewed within two weeks of the application deadline. ~~Deadlines are the last day of the month for review within the following month.~~ Applications are due by the last day of the month two months prior to travel (Example: If you are traveling in April, you must turn in your application by the end of February.) Exceptions

may be considered if evidence of late proposal acceptance is provided. Once the funds are depleted, no further applications will be received or reviewed.

| Last revision: ~~May 5, 2011~~ May 5, 2014