Professional Development Grants
For Administrative Faculty

Earlham College's **Administrative Professional Development Fund** (PDF) provides grants to administrative faculty for conferences, workshops/seminars, courses, and training sessions. The purpose of PDF funding is to encourage professional intellectual growth and productivity. Administered through Human Resources, sponsored activities should enhance personal development and professional effectiveness. They should be directly related to the applicant's evolving role and duties, and enrich not only the individuals supported, but the college as a whole.

In some cases administrators undertaking scholarly research projects may apply for an Academic PDF. Feel free to contact the Associate Academic Dean or another member of the Academic PDF Committee for help in discerning whether your project falls into this category.

The Application Process

To apply for an Administrative PDF grant, submit an electronic copy of your proposal to Marilyn Lea in Human Resources (Drawer #33). Guidelines and forms are available through Human Resources. You are encouraged to discuss your plans with the Director of Human Resources and/or an administrative member of the PDF Committee before you apply.

Proposals should include the following:

- The application coversheet.

- A 1-page description of the project you're proposing and its anticipated benefit to you and the college.

- Clarity in content and form.

- Sufficient background information and description to permit an understanding of your activity, and an outline of the merits of the professional development.

- A list of PDFs received in the last 3-5 years, for each PDF a statement of the outcomes and products of the PDF.

- A well-articulated case for the benefits to the college as well as the applicant of the current proposal. If it is tied to improving skills, where will it apply and what specific capabilities will it add?

- An excel spreadsheet with the amount of funding you're requesting and your anticipated expenses. A template is provided with this application form.

At the conclusion of your activities, you should submit the following materials to the Human Resources Office:

- A final report that describes what you did and demonstrates the benefits of the grant to you and to Earlham. **This report is due no later than one month following the**

professional development experience. This report should include your completed spreadsheet and receipts. Future funding will be contingent upon its timely reception.

•Any unused portion of an award.

Who Can Apply?

Any member of the Earlham College administrative faculty who has been employed by the College for at least (6) months may apply for a PDF grant. Small groups of faculty may apply for a group award. A group application should state the prospective benefit for each member of the group. The following points should be carefully noted:

•PDF recipients are expected to remain at Earlham for at least one year after receiving a PDF grant.

•Persons who choose to leave the college during the year following a grant award may be asked to return funds.

•If you received a PDF grant in the past, you need to have submitted your final report and receipts in order to be considered for a new grant.

•People are encouraged to apply for an administrative PDF for opportunities that are not part of a department's operating budget. Annual conferences will not be funded, as they should be a part of a department's operating budget.

•Preference may be given to first-time applicants over persons who have received grants recently.

•Certain proposals may be only partially funded.

•For multi-year projects, renewal of funding is not automatic, to ensure opportunities for other faculty. Application must be made each year for ongoing support.

•Priority will be given to required activities or important opportunities that could not be pursued without PDF support.

•All decisions will be final. Please do not ask for reconsideration. Make sure your proposal fully informs and persuades.

What does a PDF grant cover?

In the past PDF grants have specifically supported activities representing a new departure in an applicant's professional and intellectual growth. While the cultivation of new interests may still be supported, current emphasis will be placed on projects integral to the applicant's professional development within their existing role. "Travel" will be reimbursed as means to a larger end, not for its own sake. Please explain the purposes of proposed travel and draw a clear relationship to future work." "Expenses" means actual costs for room, board, transportation, and materials. "Stipends" will not be covered by administrative PDFs.

Examples of projects that may be covered at the discretion of the PDF Committee and Human Resources:

- •Costs for travel.

- •Important professional conferences beyond annual meetings, not covered by departmental operating budgets.

- •Tuition for courses or workshops/trainings that enhance the scholarship or other key tasks the applicant performs for the college.

- •Cost of reading materials for enhancement of learning or a scholarly undertaking with a specific product.

Administrative PDF grants do **not** cover:

- •Annual Conferences.

- •Stipends.

- •Tuition for graduate degree programs (see Earlham's Tuition-Remission Policy for Administrators).

- •Payment for third party services, including honorariums.

How much can I request? How should I estimate my expenses?

You may request the cost of expenses (travel fare, food and lodging, registration fees, books, photocopying etc.). There is no set limit to the amount of expenses you may request; however, funds are limited. It may not be possible to fund every request, or to fund every approved request fully. Expenses are **not** taxable but require that you keep a careful record and that you submit a full account **with receipts** at the end of the award period.

Timeline:

Proposal will be reviewed once a month.

Process for application review:

Applications will be evaluated by two administrative members of the PDF Committee in consultation with Dana North, Director of Human Resources, and Sena Landey, Vice President for Finance and Operations. All allocations are subject to approval by Dana.

Submit a short synopsis and full proposal electronically to Marilyn Lea at leama.