

Frequently Asked Questions

Faculty Development and related funding

1. Which fund should I apply for? I would like to...

a. Present at or attend a conference in my disciplinary field.

In most cases, faculty apply for Department or Academy Wide Faculty Development funds to attend disciplinary conferences. Consult first with your chair on the availability of Department funds, which are made available in the fall semester. The next funding option is usually Academy Wide funds, which are made available later in the academic year.

b. Present at or attend a conference in summer months.

Summer conference attendance is typically funded by Department or Academy Wide Faculty Development funds from the previous fiscal year and typically must be applied for by March. Consult with your Chair, your Dean, or the Dean of the Library & Learning Services regarding timing and best fund option for your specific summer conference.

c. Attend a professional development or leadership workshop.

Usually, the President's Professional Development fund is the best match for this type of activity.

d. Hire student workers for a research project.

Research, Scholarship, and Creative Activity (RSCA) grants, President's Mission Achievement Grants (PMAG), or School-sponsored funds are typically the best match for this expense.

e. Support sustained research undertaken by my students.

Consider a credit-bearing option for incentivizing undergraduate research – consult with your School Dean on curricular options at Cal Maritime. Alternatively, apply annually for RSCA or PMAG funds or apply once for School-sponsored funds for student research projects expected to last more than one academic year.

f. Purchase equipment for a research project.

RSCA, PMAG, or School-sponsored funds are typically the best match for this expense.

g. Receive support for writing and submitting a contract or research grant.

PMAG or School-sponsored funds are typically the best match for this activity.

h. Request assigned time for significant curricular development

PMAG or School-sponsored funds are typically the best match for this activity.

i. Travel with my students on an instructional field trip.

For student expenses, apply for an Instructionally Related Activity (IRA) grant. For your own travel expenses, consult with your Dean on availability of School funds. IRA funds cannot be used for faculty travel, even when traveling with students, and the IRA application requires identification of source of funding for faculty traveling with students.

j. Travel with my students to a conference.

For student expenses, apply for an Instructionally Related Activity (IRA) grant. For your own travel expenses, apply for Department or Academy Wide Faculty Development funds. IRA funds cannot be used for faculty travel, even when traveling with students, and the IRA application requires identification of source of funding for faculty traveling with students.

k. Purchase supplies or equipment for an instructional activity.

Apply for an Instructionally Related Activity (IRA) grant.

l. Request support to convert my required course materials to low or no-cost for students.

Apply for funds from the Affordable Learning Solutions Program (AL\$). The AL\$ Coordinator is Katherine Luce.

m. Take a sabbatical.

Sabbaticals are governed by Senate Policy 502 and CBA Article 27. Consult the Faculty Affairs page (<https://www.csum.edu/faculty-and-staff/affairs.html>) for details.

Other Questions:

Who is eligible to apply for Faculty Development funds?

All faculty are eligible to apply for RSCA, PMAG, Department, and Academy Wide Faculty Development funds, including lecturers, counselors, Athletics faculty, and part-time faculty. Department Faculty Development is apportioned to departments based on the total number of full-time faculty in that department, but once apportioned, available by application to all department faculty.

Who decides what gets funded?

Different funds have different approval processes. The Senate Faculty Development Committee makes recommendations to the Provost for Academy Wide and RSCA awards. Other offices make other award decisions. See specific fund descriptions for details.

How should I purchase supplies or equipment with faculty development funds?

Different funds have different purchase processes. Your award letter will include purchase instructions, but for most funds, you will work with either Academic Support Coordinator Sianna Brito or your School Administrative Assistant to purchase supplies and equipment.

What is the process for purchasing hardware or software?

IT-related purchases have a specific procurement process, including submitting an IT requisition and completing an accessibility and security review. Contact Academic Technology Director Khaoi Mady (kmady@csun.edu) for assistance with this process. Plan to allow extra time to complete this process.

Can supplies or equipment be mailed to my home?

No

Can faculty apply for funds more than once during the academic year?

Yes

I underestimated my travel expenses (i.e., airfare). Can I get additional money?

Additional expenses beyond the award amount must be approved by the original approving body; contact the Dean of the Library & Learning Services with this request.

I overestimated costs and did not spend my full award. Can I use the funds for something else?

New expenses not detailed in the award letter must be approved by the original approving body; contact the Dean of the Library & Learning Services with this request.

Can I use money awarded for a specific conference and attend another conference in its place?

New expenses not detailed in the award letter must be approved by the original approving body; contact the Dean of the Library & Learning Services with this request.

I have an idea for an on-campus workshop. Who should I talk to?

Contact Faculty Development Coordinator Nipoli Kamdar.

My question isn't addressed here. Who do I contact for other questions?

Contact Academic Support Coordinator Sianna Brito (sbrito@csun.edu) or the Dean of Library & Learning Services Michele Van Hoeck (mvanhoeck@csun.edu).

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