



**STANDARD OPERATING PROCEDURE**

<b>SOP TITLE:</b>	Faculty Professional Development Funding Procedures		
<b>SOP NUMBER:</b>	SOP314		
<b>DIVISION / DEPARTMENT:</b>	Academic Affairs		
<b>REVIEW DATE:</b>	01-NOV-2025	<b>AUTHOR:</b>	Academic Affairs
<b>POLICY REF:</b>	AA314_ Faculty Professional Development Funding Policy		

<b>STANDARD PROCEDURES FOR:</b> Procedures for submitting funding applications for faculty professional development.	
<b>STEPS:</b>	<b>INSTRUCTIONS:</b>
	<b>Application Deadlines:</b> Applications are accepted at the beginning of each fiscal year once Academic Affairs has been informed of funding availability on a first come, first serve basis.
	<b>Application Submissions:</b> Faculty members must complete their applications through the <a href="#">Faculty Development Fund Request</a> to complete a <b>Budget Form</b> and a <b>Funding Application</b> (multiple documents may be uploaded). Within the budget form request, faculty must include the amount their academic department will be contributing to the funding request and the specific amount faculty are asking Academic Affairs to fund. If approval for funding is approved, and at the professional development initiative is completed, faculty are required to submit a <b>Post-Award Project Report</b> .
	<b>Written Proposals:</b> Academic Affairs requires proposals faculty submitting applications for conference travel. <ul style="list-style-type: none"> <li>• Faculty must prepare a written proposal which must include:</li> <li>• Conference title</li> <li>• Conference location</li> <li>• Dates of conference</li> <li>• Documentation of conference schedule</li> <li>• Along with attending, will the faculty member be presenting?</li> <li>• Documentation of abstract if presenting</li> <li>• What specifically is hoped to gain by attending the conference?</li> </ul> <p><u>Do not</u> include website links in applications or proposals. Create PDFs for documentation.</p>
	<b>Evaluation Criteria:</b> <ul style="list-style-type: none"> <li>• Relevance: The activity's alignment with the faculty member's professional goals and WNMU's strategic priorities.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Impact:</b> How the funding initiative will impact on the faculty member’s teaching, research, and service and benefit the department, students, and WNMU.</li> <li>• <b>Budget Justification:</b> Clarity and justification of the proposed budget is required.</li> <li>• <b>Previous Funding:</b> Previous funding awards granted in the previous or current fiscal year may impact decisions to fund an application to ensure equitable distribution of funds.</li> </ul>
	<p><b>Review Process</b></p> <ul style="list-style-type: none"> <li>• <b>Initial Screening:</b> The Office of Faculty Development will conduct an initial review to ensure completeness and eligibility.</li> <li>• <b>Academic Affairs:</b> The administrators in Academic Affairs will evaluate the applications based on the established criteria, previous funding, and funding amounts departments have received in previous or current fiscal year.</li> <li>• <b>Decision Making:</b> The administrators in Academic Affairs will review applications and make funding decisions. Applicants will be notified of funding decisions by the Director of Faculty Development.</li> </ul>
	<p><b>Awarding Funds</b></p> <ul style="list-style-type: none"> <li>• <b>Notification:</b> Successful applicants will receive an award notification outlining the amount of funding approved and any specific conditions.</li> <li>• <b>Disbursement:</b> Funds will be disbursed in accordance with institutional policies, either as reimbursement upon submission of receipts or as an advance, if justified.</li> <li>• <b><a href="#">Post-Award Report</a>:</b> Recipients are required to submit a post-activity report within 30 days of completing the funded activity. The report should include: <ul style="list-style-type: none"> <li>○ Summary of the activity.</li> <li>○ Assessment of how the objectives were met</li> <li>○ Impact on professional development</li> <li>○ Financial reconciliation with receipts</li> </ul> </li> </ul>
	<p><b>Compliance and Accountability</b></p> <ul style="list-style-type: none"> <li>• <b>Use of Funds:</b> Funds must be used solely for the approved purposes. Any deviations require prior written approval from Academic Affairs.</li> <li>• <b>Audit:</b> All expenditures are subject to audit by the institution’s financial department. Recipients must retain all original receipts and documentation for at least one year.</li> <li>• <b>Non-compliance:</b> Failure to comply with these procedures may result in the repayment of funds and ineligibility for future funding awards.</li> </ul>

<b>CONTACT INFORMATION:</b>	For questions or assistance with the application process, please contact Dr. Susan McFeaters, Director of Faculty Development at: <ul style="list-style-type: none"><li>• Email: <a href="mailto:susan.mcfeaters@wnmu.edu">susan.mcfeaters@wnmu.edu</a></li><li>• Phone: (575) 538-6605</li></ul>
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<b>NOTES:</b>	
	By adhering to these procedures, we aim to support our faculty in their continuous professional growth and contribution to the academic community.