Professional Development Grants

**New Professional Development Grants may now be proposed.**

Established in 2012, the grants support the strategic mission of WCU by providing funds for faculty and instructional staff to pursue professional development opportunities in areas such as teaching and learning, scholarship, leadership, certification, accreditation, assessment, and other related areas.

**Maximum Award: $1200**

*Purpose:*

The purpose of the professional development funds is to provide tenured, tenure-track, fixed-term, part-time faculty, and instructional staff with the opportunity to pursue opportunities for professional development in areas such as teaching and learning, scholarship, leadership, certification, accreditation, assessment, and other related areas. Funds may be used for courses, workshops, training, testing, and related activities.

*Amount of Award:*

 Professional development funds are normally limited to a maximum of $1200. Any exceptions require a compelling rationale and promise of extraordinary benefits in relation to total costs. Applicants may receive no more than two professional development grants per fiscal year, including joint applications.

*Proposal Format and Review Criteria:*

Keep in mind that your proposal will be read by faculty who may not be familiar with terms commonly used in your field. A full, clear explanation is important. Include the following items and please arrange them in the order listed below.

I.  A completed Professional Development Proposal Cover Sheet ([PDGrantCover.docx](https://intranet.wcu.edu/coulterfacultycommons-facultystaff/Documents/PDGrantCover.docx)). Be sure to ask your department head and dean if they can provide any funding and list amounts under "Sources of Support" on the cover sheet. In light of rising travel costs and a fixed budget for this program, financial support from your department and college will strengthen your proposal.

II. A description of the specific activities to be undertaken. Attach the published brochure or information obtained from the event planners and highlight appropriate activities.

III. Specific statements of how the proposed activity will contribute to your professional development and supports the mission of your department/discipline, college, and/or university.

* Awarding of funds is competitive and is done at the discretion of the Professional Development Grants committee. The review committee will consider the following question in considering proposals for funding:  
    
  Will the proposed activity directly and specifically enhance the professional development of the applicant?  
    
  *Submission Process:*   
    
  Upon completion of the Professional Development Proposal Cover Sheet, a description of activities, and specific statements regarding the way in which the proposed activity will contribute to your professional development, please submit the forms electronically to Annette Parris ([aparris@wcu.ed](mailto:aparris@wcu.ed)) with the subject line Professional Development Grant Application.   
    
  Grants are reviewed following the 15th day of each month until funding for the grants is exhausted. The first review meeting follows September 15th.