

## **OVERVIEW**

- Eligibility: RCHSS Part-Time Faculty
- Funding: Up to \$500.
- Focus: Funding for professional development activities.
- Application: Proposals accepted from September 1, 2024 – November 1, 2024.

## **PROGRAM PURPOSE**

The RCHSS Professional Development Fund for Part-Time Faculty provides funds to support a faculty member's professional development goals. The funds can be used to attend a conference or participate in a workshop, webinar, or other justifiable, well-documented professional, instructional, or student success activity.

## **ELIGIBILITY**

- Applicants must be currently employed in RCHSS.
- Preference will be given to faculty who have not recently received support from this program.
- There is a limit of one (1) award per faculty member per fiscal year.

## **ALLOWABLE EXPENSES & LIMITATIONS**

**Awardees must submit a written plan for encumbering/spending funds to [RCHSSresearch@kennesaw.edu](mailto:RCHSSresearch@kennesaw.edu) within 14 days of a funding decision.** Failure to submit a spending calendar within the 14-day window risks having the funds reclaimed by the college.

- Allowable expenses include *inter alia* travel to undertake research (e.g., libraries, archives, archeological sites), to present research, or to engage in professional development activity. Fund can also be used to purchase items that have clear professional, instructional, or student success purpose.
- Support for conference travel can cover conference registration, an economy class round-trip flight, one (1) night in a hotel and two (2) days of meals *for in-state travel*, or up to (2) nights in a hotel and three (3) days of meals *for out-of-state travel*. All USG/KSU Travel rules apply (<https://fiscalservices.kennesaw.edu/travel/faqs.php>). Travel outside the U.S. is not supported.
- Funds cannot be used for salary support or to offload teaching.

NOTE: All award funds must be expensed during the fiscal year and must observe RCHSS year-end purchasing deadlines.

### **APPLICATION PROCEDURE**

An application is comprised of two (2) items:

1. A completed application form that includes a brief rationale (up to 150 words). Please identify the professional development opportunity and explain its significance (see below). Applications that fail to provide a robust explanation may be rejected.
2. A brief letter of support from department chair/school director.

Applications should be submitted as email attachments to RCHSSResearch@kennesaw.edu. The subject line should read "RCHSS Part-Time Faculty Professional Development Fund".

NOTE: Awards will be made on a rolling basis and will be offered until the available funding has been exhausted.



**RGSS Internal Funding:  
Professional Development Fund for  
Part-Time Faculty**

Name:

Email:

KSU ID:

School/Department:

Director/Chair:

Amount Requested (\$500 max):

RATIONALE (150 words max):

DETAILED BUDGET (budget items w/ cost estimates):