



Administrative Faculty Professional Development Grants Policies and Procedures

December 17, 2019

The Administrative Faculty Professional Development Grants are designed to enhance the University's organizational infrastructure and capacity through investment in its human capital. As part of the fifth area of focus within the [Top Tier Initiative](#), infrastructure and shared governance, these grants have been established with institutional funds reserved for the professional development of full-time administrative faculty members at UNLV. The program will fund competitively awarded grants of up to \$1,000 for individuals or up to \$2,000 for groups. The granted funds may be used for professional development opportunities that are not covered by budgeted departmental funds or by the [grant-in-aid](#) program available to full-time faculty members of the University.

I. GENERAL GUIDELINES

- A. The maximum funding is \$1,000 per applicant or \$2,000 per group for a professional development activity that will take place during the period from March 1, 2020 through December 31, 2020.
- B. Each applicant may submit only one individual or group application for funding. Anyone who submits more than one application will have all applications removed from consideration.
- C. An award must be used for the specific professional development activity detailed in the application. The award cannot be used to fund a different activity. Unused award money must be returned to the Office of the Executive Vice President and Provost.
- D. Incomplete applications and any applications that fail to conform to this *Policies and Procedures* document will not be considered.
- E. This program does not consider applications for funding of activities that have already been completed at the time of application or will be completed by March 1, 2020.

II. PROGRAM ELIGIBILITY

- A. To be eligible for an Administrative Faculty Professional Development Grant, applicants must meet the following criteria:
 - Hold a regular, full-time administrative faculty position
 - Do not have an academic appointment
 - Be in good standing with the University, with no active disciplinary actions or history of adverse discipline

- B. The following full-time administrative faculty members are not eligible to apply for funding:
- Executive or senior-level administrators with “provost” or “president” in their job titles (e.g., associate vice provosts or assistant vice presidents)
 - Deans, department chairs/school directors, and other academic leaders
 - Administrative faculty employed under temporary (e.g., one-year) contracts
 - Members of the selection committee for the Administrative Faculty Professional Development Grants
- C. Anyone who is eligible to receive funding through the [University Faculty Travel Committee \(UFTC\) Program](#) is not eligible to receive an Administrative Faculty Professional Development Grant.

III. GRANT USAGE

- A. Granted funds may only be used for expenses related to applicants’ position responsibilities and unit functions. Covered expenses include:
- Registration fees for professional conferences, seminars, and training workshops, including online workshops and webinars
 - Travel expenses, including airfare, ground transportation, meals, and lodging, provided that they comply with the University’s [travel policies](#)
 - Costs for certification/recertification (where departmental funding is not available)
 - Books, software, or other educational materials related to a course for which grant-in-aid is not being used (grants are not intended to supplement grant-in-aid benefits)
 - Expenses for group events, including webinar registration costs, speaker fees, or related material costs
- B. Grants may not be used for the purchase of equipment, merchandise, or other goods.

IV. APPLICATION PROCESS

- A. Applicants must complete the online application form and submit all required materials through the online portal by **January 31, 2020**.
- B. Applications will only be accepted through the online system. Printouts or emailed submissions will not be forwarded to the selection committee for review.
- C. For group proposals, only one person should submit an application and list the names of the other individuals involved in the submission.

V. EVALUATION CRITERIA

- A. Applications will be evaluated on the basis of their potential to increase applicants' effectiveness in their jobs, provide support to their unit and constituents, and benefit the campus at large.
- B. Selection is competitive based on application merit. All applications may not be awarded funding, even if all available funds have not been allocated.