*PDC (Professional Development Committee) is a subcommittee of Faculty Development & Benefits Committee. The goal of PDC is to help allocate resources to fund professional development for faculty at Juniata. In addition, PDC funds certain areas of funding requests; others are evaluated and funded through the Provost’s Office or other entities.*

**Overview: The Types of Awards**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Type of Award* | *Description* | *How To Apply* | *Awards are Decided Upon by:* | *Awards come from a budget supervised by:* |
| 1. **Professional conferences or workshops** (funding of **full time and pro-rata faculty** to attend or participate)
 | ***Participant*** involves the sharing of original work that was selected through a peer review process, or significant leadership roles. This can include responding to an invitation to present a paper; presenting an original piece of art; leading/serving on a panel; and/or serving as an elected officer. Currently, 100% of a request, with a $500 per year cap for virtual and $2,250 per year cap for in person, may be awarded per conference.*(Typically, session moderator roles are not supported as “Participation.”)****Attendee*** involves choosing to attend a conference/workshop to gain new knowledge or skills. Currently, PDC funds up to $250 per year for virtual conference and $1,125 per year for in person conferences)NOTE: *If your participation or attendance involves Juniata students*, see funding type L below: “Traveling with students to educational opportunities.” Do not submit through the PDC portal for these types of requests. | apply HERE, through the PDC portal | PDC | PDC (paid from the PDC restricted fund, 12-45900). (There are ten different endowments that fund this account). |
| 1. **Professional conferences or workshops** (funding of **fixed-term faculty** to attend or participate)
 | apply HERE, through the PDC portal | PDC reviews the proposals and forwards them to the Provost’s Office for funding. | Provost (11-45900 fund) |
| 1. **Sabbatical-related financial support (full time and pro-rata faculty)**
 | Awards are given to support activity during a sabbatical. At the current time, a maximum of $2,000 may be awarded per sabbatical. As stated in the faculty manual, any changes in sabbatical activities must be approved by the Provost’s Office. If changes occur to your sabbatical activities (e.g., new opportunities arise) and you have not received the full allotment of funds (max $2,000), you may submit a new request for funding to PDC. (NOTE: these awards are separate from the sabbatical request process. The Provost’s Office will periodically announce sabbatical request opportunities). | Once your sabbatical has been approved, you may HERE to apply for funding. Proposals are due to PDC by the last day of classes prior to the beginning of the sabbatical. | PDC | PDC (paid from the PDC restricted fund, 12-45900) |
| 1. **Faculty Scholarly Development** (formerly known as “Scholarship”)
 | Awards are given to support tangible scholarship proposals or projects *directly related to courses*. Proposals will be considered in April. Up to $2,000 may be awarded pending available funds. | apply HERE, through the PDC portal | The Provost reviews the proposals and makes the final decision on funding. | Provost (11-45900 fund) |
| 1. **Curriculum Development** (formerly known as “Curriculum”)
 | Funds are available to support the *development of a new course or substantial revision of an existing one*. Funds can also be used to support scholarly inquiry. Proposals will be considered in April. Up to $2,000 may be awarded pending available funds.A budget needs to be provided stipulating how the funds will be spent. Stipends are not funded, but materials (texts, software) related to course development or gathering data related to scholarship or associated professional development (visits to archives, attendance at a pertinent conference) may be considered. A proposal should clearly indicate the goals and likely outcomes of such a project.  | apply HERE, through the PDC portal | The Provost reviews the proposals and makes the final decision on funding.  | Provost’s, 11-45900 fund. |
| 1. **Nyce funds**
 | ***William P. and Frances Clemens Nyce Endowment for Faculty Development (1988)*** *- William P. and Frances Clemens Nyce '48/'46, of Westminster, Maryland, have provided a generous endowment, the income from which is to be used for faculty development. It is intended that this income will foster educational creativity, expand global awareness, and promote the academic excellence of Juniata College. Support will be provided to faculty members who wish to enhance their understanding and teaching abilities with reference to Latin America. Funds will be awarded to projects designed for travel and study of the social, economic, political, cultural, and/or religious heritage of that region, and current realities of life for the people of Latin American countries.**Comments:** *Latin speaking countries including the Caribbean*
* *Concern for the split between the rich and poor and the educated people of the country tend to be among the wealthy and powerful*
* *Faculty must be sensitive to the poor people*
* *Exposure of faculty members must be to the human dimensions - the realities of the people living there - not intended as solely intellectual or research experience.*
 | apply HERE, through the PDC portal | PDC manages this fund in consultation with Provost.  | *??* |

**Other types of funding (not reviewed nor funded by PDC committee):**

1. **IEI (Innovative Educational Initiatives)** (*apply not through the PDC portal, but according to guidelines publicized by IEI*). IEI committee and Provost manage its restricted fund. The purpose of the IEI grant funding is to provide faculty members in any discipline resources to explore new teaching methods and create new courses of experiential opportunities for students. The review process is overseen by the IEI Committee, which is made up of retired faculty members.
2. **SOTL (Scholarship of Teaching and Learning**) (*apply not through the PDC portal, but according to guidelines publicized by SOTL*). The James Lakso endowment pays for these. The main purpose of the summer research grant is to facilitate the development of SoTL projects that will have the potential to be presented off-campus in some peer-reviewed form (either through presentation at a conference, or publication). However, we fund SoTL projects at all stages of development.
3. **WISE summer grants** (*apply not through the PDC portal, but according to guidelines publicized by WISE*). The Provost oversees this fund. Wise Summer Grants support proposals for scholarly projects on which substantial progress can be made during the summer. The project should lead to an identifiable outcome, such as a chapter in a book, an article in an academic publication, poems, a play, a short story, or a conference paper. The project may be part of a larger program of research, but should have a scope and expected result suited to the summer period.
4. **Sowell Scholars Faculty Grant** (*apply not through the PDC portal, but according to guidelines publicized by SSFG*).A separate restricted fund pays for this.The recipient of the Sowell Scholars Faculty Grant shall be awarded $2,500 a year, for a three-year period, to pursue scholarly research that leads to peer-reviewed publication within the humanities (as generally defined in the Faculty Manual). The main focus of the work should not be on teaching. The recipient must be a member of the Juniata College Faculty, but does not have to hold an appointment within a humanities discipline.

**L. Traveling with students** (conferences, Intercollegiate Music Ensembles, et al.) either as a required chaperone (not a Professional Development situation) or as a presenter/officer of conference organization (*apply not through the PDC portal, but by emailing the Provost’s Office*). All travel with students must be logged: <https://services2.juniata.edu/facilities/trip-registration/>

# **Application and Spending Guidelines:**

**INTERNATIONAL TRAVEL**: Follow college guidelines for international travel, which includes completion of the International Travel Form: <https://juniata.terradotta.com/index.cfm?FuseAction=Programs.ViewProgramAngular&id=25921>. Share all international travel requests and plans with the Provost and the Dean of CIE for approval. International travel must be approved by the Provost’s Office. Proper COVID vaccination and travel insurance documentation are required. ***No domestic or international travel arrangements should be made prior to receiving documented approval.***

All travel requests must include the following within the application:

* Purpose of Travel
* Destination
* Dates of Activity
* Funding Amount Requested (with Travel Insurance Included)
	+ - Travel Insurance is required to be budgeted into a PDC request for any travel paid ahead of time.
		If travel needs to be cancelled, PDC would cover the cost of insurance.
* Source(s) of Funding

## **General Spending and Travel Information:**

* **Your P-card should be used to cover all of your expenses.** Cash or personal credit cards should not be used unless absolutely necessary.
* How you spend your allotment on your conference is ultimately up to your discretion, providing that your expenses were listed on your proposal and were part of your award.
* Once the application (for request types A and C above) is approved, PDC will send an automatic notification to the department chair.
* The “Budget Estimate” should be as accurate as possible.
	+ For domestic travel, please see the federal government per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
	+ For international travel, use: <https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=0000>

and/or

<https://aoprals.state.gov/web920/per_diem.asp>

* For PDC-awarded funding (for request types A and C above), faculty members will be notified of the amount of their award via email within one month after their application is submitted. Please, plan accordingly.
* Additional applications, i.e. more than one per academic year, are welcome within the money caps noted above.

# **Post-Event Reporting Guidelines (for request types A and C above**):

Within **two weeks** of returning from any *PDC-supported* event (request types A and C above), faculty are required to:

1. Fill out the **PDC** **Financial** **Reconciliation Form, which can be found on the PDC portal.** Use Notes at the end of the form to communicate any issues, irregularities, or recommendations. Any questions about completing the form should be directed to the PDC Staff Assistant, Heather Bumbarger.
2. Submit the completed **Reconciliation Form** into the PDC Portal, where it will be viewed by PDC Staff Assistant, Heather Bumbarger.
3. For mileage reimbursement (use of personal vehicle) and cash expenses, complete a **Travel Voucher Form.** Forms can be found at <https://arch.juniata.edu/employees/finance-and-operations>. Submit the form and receipts to the PDC Staff Assistant, Heather Bumbarger.
4. Make a copy of your P-card receipts that were charged to PDC.  The original receipts should be given to your P-card manager.  The copies should be sent to the PDC Staff Assistant, Heather Bumbarger.
* If a faculty member fails to submit the Reconciliation Form by the two-week deadline, charges will not be allocated to PDC (for request types A and C above), and will instead be allocated to the home department of the faculty member. Failure to submit these items will result in ineligibility for future PDC support.
* Expenses exceeding the amount awarded will become the responsibility of the grantee. Another funding source must be found, or the recipient must personally reimburse the college for any additional expenses incurred.