

FACULTY DEVELOPMENT FUNDS – GUIDELINES

Each year the Longy School of Music makes available a limited amount of funds for faculty development, in accordance with the strategic plan. All regular faculty members are eligible to apply. The Faculty Development Funds Committee will make the funding decisions.

Schedule and Procedures: There are two deadlines for submitting proposals, one in June and one in December. Applicants should complete the application form, which includes a place to list estimated expenses, and submit it along with a detailed explanation of the request and its relevance to the faculty member's work. Proposals due in June are for requests for the period July-December. Proposals due in December are for requests for the period January-June.

Guidelines: Various types of activities are eligible for funding, including conferences, workshops, performances, masterclasses, and special projects. All faculty development awards will be for reimbursable expenses only (travel, registration, lodging, and meal expenses, for example). Meal expenses will be paid on a per diem basis, that is, meal receipts do not need to be saved or submitted.* No grants or stipends (compensation) will be provided.

The maximum award per request is \$1500. Faculty members are limited to one funded application per year (July-June). Faculty members submitting requests who received funding in the previous year will be given lower priority.

In determining awards, the funding committee may consider the relationship of the activity to the priorities given in the faculty evaluation policies (teaching effectiveness, institutional service, and professional activity). The committee may also consider the following:

- merit of application
- relationship to faculty member's current work
- timing in relation to faculty evaluation year

Proposals should therefore contain a clear and detailed explanation of how the activity will benefit both the faculty member and Longy.

Reimbursement: In order to be reimbursed, faculty members must submit a short, written report about the activity after it has concluded. In addition, the faculty member must submit an expense report and all pertinent receipts. Advances for approved activities will be considered upon request.

*"M&IE" (meal and incidental expense) per diem rates for various cities can be found at <http://www.gsa.gov/portal/category/21287>. For example, the current M&IE for Boston is \$71.00. First and last days are paid at 75% of this rate, currently \$53.25 for Boston.