



NTT PROFESSIONAL DEVELOPMENT FUND

DEADLINE: Rolling deadline.

ELIGIBILITY

- Adjuncts and Lecturers who have completed two 1-year contracts
- Actively teaching at least 1 course in the semester the application is submitted (Fall or Spring). If the primary department is Low Res, Summer is included as well. Submissions will be reviewed after the term has started.
- Presenting at a conference, exhibition of work, conducting research, advanced training
- Does not interfere with any teaching obligations, or the faculty member has arranged for coverage within the substitution limit
- Have completed SAIC required trainings
- Have fulfilled credential documentation requirements
- Have submitted all required syllabi by the deadlines to the Dean's Office

AWARD

Faculty who meet the eligibility requirements may apply for grants to support professional development. The total amount designated by the Employer for the fund shall be \$50,000 each fiscal year.

No unused amounts in the professional development fund shall be rolled over into the next fiscal year. Amounts shall be distributed on a first come first served basis, and shall not exceed \$2,000 per fiscal year, for any applicant.

Professional Development Funds are distributed as One-Time-Payments, dispersed through regular payroll. The award amount will be added to regular payroll payments no later than six weeks after notice of the award. Since the award is subject to regular payroll taxes, recipients may wish to retain records and receipts of associated expenses to submit with their individual year-end tax return.

APPLICATION INSTRUCTIONS

Applications are accepted after the term has started on a rolling basis until the budget is exhausted.

To apply, complete the [Professional Development Fund Application Form](#).

You must be logged into your SAIC email account to complete the form and apply. If you have any technical difficulty, including problems accessing the form, please contact the CRIT Help Desk by calling 312.345.3535 or crithelpdesk@saic.edu. The form can also be accessed by pasting the link below into your browser:

<https://airtable.com/appHlr9GyvWaywzkr/pagTwtbqi54K6e4ki/form>

Please convert all word documents into PDFs before uploading. Required files to upload include:

- 1) **Proposal:** One-page description that highlights the nature of the request. Include evidence of requests and links to websites (i.e. presenting at a conference, exhibition of work, conducting research, advanced training).
- 2) **Budget:** A detailed one-page budget for the requested funds.

REVIEW PROCESS

Submissions to be reviewed and decided upon by the Dean of Faculty, Dean of Undergraduate Studies, and Dean of Graduate Studies.

First come, first served until budget is exhausted.

CONTACT

Questions may be directed to Anthony Hamilton, Administrative Coordinator at ahamilton8@saic.edu.