

Center for Advancing Faculty Excellence
Professional Development Funds for Early Career Faculty

This fund is available for you to travel to a conference or workshop that will benefit your professional development or to meet with fund managers. Typically, the support will be available for use during the summer or fall semester following your first year on campus.

Eligibility

We will consider proposals from tenure-track and NTT faculty.

Level of Support:

You may request up to \$1,000 to support registration fees, airfare, hotel, and per diem to travel to a conference or workshop or to visit with fund managers. Because the total amount available to CAFE is limited, every applicant may not receive support. If your total cost will exceed \$1,000, see this as an opportunity to seek matching funds from your department or college.

Application Process:

To request funds, prepare a short proposal which clearly identifies the conference or workshop name, location, and dates, or the location of the fund manager(s). In addition, provide a short description of how the activities available at the conference or workshop or your interactions with fund managers will benefit your professional development. We will give preference to conferences, workshops, and activities that offer multiple opportunities for development, for example, a conference that offers the chance for networking with many other researchers and the potential for identifying professional service opportunities.

Expectations:

If we fund your request, you will file a one-page trip report describing the conference activities and whether you experienced the anticipated benefits. We will invite some of the funded participants back to the Early Career Faculty Forum next year to discuss your experiences with the next class of new faculty.

Evaluation

The chair and assistant chair will determine funding requests using three factors. First, we will consider the potential benefits from the conference, workshop, or visit to fund managers. Identifying conferences where you can present your research, network with others working in similar areas, and investigate ways to serve on technical or professional committees within a professional society are examples of activities that will help your proposal. Second, we will weigh your participation in Early Career Faculty activities. Attending our meetings and engaging in the discussions will help your application for funds. Finally, we will take into consideration how clearly you express the ways your participation in the conference, workshop, or visit with fund managers fits into your overall plan for achieving your goals.

Format for Submission

CAFE will accept proposals at any time during the year and will review proposals four times a year – January, April, July and October, beginning in July 2018. Submit a proposal of no more than one, single-spaced page that clearly identifies the conference or workshop name, location, and dates or the location of the fund manager(s) you wish to visit to cafe@mst.edu. Remember to provide a short description of how the activities available at the conference or workshop or your interactions with fund managers will benefit your professional development. Provide a budget projecting the specific costs for your request and if you have funds for such travel in your start-up package.