



Center for Advancing Faculty Excellence

Professional Development Travel Funds for Early Career Faculty

Purpose

This fund is available for early career faculty to travel to a conference or workshop that will benefit your professional development or to meet with fund managers.

Eligibility

All full-time, pre-tenure tenure track and pre-promotion non-tenure track faculty are eligible to apply but applicants cannot receive funding more than once every three semesters.

Funding:

Up to \$500 can be requested to support registration fees, airfare, hotel, and per diem to travel to a conference, workshop or to visit with fund managers. Preference will be given to those who demonstrate evidence of matching funds. Applications will be accepted on a rolling basis as long as there are available funds, however, requests for funding must be received at the CAFE office at least **two months** before travel begins. Funds must be returned if travel plans change from what was listed on the proposal. CAFE reserves the right to limit the number of grants awarded per semester.

Application Process

Prepare a one-page, single-spaced proposal which clearly identifies the conference or workshop name, location, and dates, or the location of the fund manager(s), and a line-item budget. Provide a description of how the activities will benefit your professional development. Preference will be given to conferences, workshops, and activities that offer multiple opportunities for development. Submit your proposal to cafe@mst.edu or drop off at Library G8.

Evaluation

Awards will be determined based on:

- Potential benefits to the faculty member from the conference, workshop, or visit to fund managers. Presenting your research or assisting with conference coordination are examples that will help your proposal.
- Your participation in Early Career Faculty forums (every other Wednesday at 4 p.m.)
- Explanation of how your participation in the conference, workshop or visit with fund managers fits into your overall plan for achieving your goals.
- Preference will be given to proposals that demonstrate evidence of matching funds.

Expectations:

If your request is funded, a one-page report describing the conference activities and outcomes is required upon return from your trip. Every year we invite some awardees back to the Early Career Faculty Forum to discuss your experiences with the next class of new faculty.

Questions can be directed to the CAFE office by emailing cafe@mst.edu, calling (573) 341-6713, or visiting Library G8.