

Guidelines for Faculty Development Support *via* the College-Based Fee

Faculty may request funds from the College-Based Fee for travel to scientific meetings related to their specialty and release time for course development. Course development refers to the reorganization of a course design (*e.g.*, conversion of lecture format to Powerpoint or other course-related technology), implementation of new field trips and/or laboratory exercises, *etc.*

Faculty members are allowed to receive funding for travel or release time only once within a given academic year. Although individuals may request both release-time and travel support within the same year, priority may be lower than those who have not received funding from the College-Based Fee.

Deadlines: Forms must be submitted (electronic format only via email attachment) to current FAC chair no later than the end of the second week of the Fall and Winter quarters.

Review: Applications will be reviewed and within 3 weeks of deadline and applicants will be notified by the end of the 5th week of the quarter.

Follow-up: Travel expenses will be reimbursed upon delivery of the receipts to Departmental office. Follow-up forms must be submitted within 30 days of the end of the funded activity (scientific meeting or release time). Follow-up forms are to be delivered (electronic format only via email attachment) to current chair of Student Fee Committee.

Faculty Travel Request Form Reimbursement from the College-Based Fee

Name:

Scientific Meeting / Course Title:

Start Date:

Completion Date

Means of travel (air, automobile, etc):

Expected cost of travel:

Expected cost of lodging

Other expenses included in the request:

Total Requested Funding:

Note: overall expense may not exceed \$1,500 without special approval by the Student Fee Committee representing the Biological Sciences Department.

In 250 words or less, please justify the need for this expense in terms of how the meeting/course may benefit the undergraduate and graduate students enrolled at CalPoly. In addition, please state your role in this event (*i.e.*, will you present a poster/talk, will you be involved in the course, *etc*):

Signature: _____ Date: _____

A "1A Travel Request" form must accompany this application for review by the Fiscal Committee. This may be obtained by going to:

<http://www.afd.calpoly.edu/FiscalServices/travel/Forms/1aform.xls>

Deadlines: Proposals must be submitted to FAC chair no later than the end of the 2nd week of Fall or Winter quarters. This review will be completed by the 5th week of the same quarter.

Faculty Release Time Request Form Reimbursement from the College-Based Fee

Name:

Purpose for release:

Number of WTUs Requested:

Start Date:

Completion Date

Total Requested Funding:

Note: release may not exceed 4 WTUs without special approval by the Student Fee Committee representing the Biological Sciences Department.

In 250 words or less, please justify the need for this release time in terms of how it may benefit the undergraduate and graduate students enrolled at CalPoly and state what impact this release will have upon course availability:

Signature: _____ Date: _____

Deadlines: Proposals must be submitted to FAC chair no later than the end of the 2nd week of Fall or Winter quarters. This review will be completed by the 5th week of the same quarter.

Faculty Travel Follow-up Form Reimbursement from the College-Based Fee

Name:

Scientific Meeting / Course Title:

Start Date:

Completion Date:

Means of travel (air, automobile, etc):

Cost of travel:

Cost of lodging

Other expenses included in the request:

In 250 words or less, please describe how you will use the experience (meeting/course) to benefit the undergraduate and graduate students enrolled at CalPoly. In addition, please state your role in this event (*i.e.*, did you present a poster/talk, were you involved in the course, *etc*):

Signature: _____ Date: _____

<http://www.afd.calpoly.edu/FiscalServices/travel/Forms/1aform.xls>

Deadlines: This form must be submitted to SFC chair no later than 30 days following the funded activity.

Faculty Release Time Follow-up Form Reimbursement from the College-Based Fee

Name:

Purpose for release:

Number of WTUs Requested:

Start Date:

Completion Date:

In 250 words or less, please describe what was accomplished during the time that was released from your teaching obligations in terms of how it will directly benefit the undergraduate and graduate students enrolled at CalPoly:

Signature: _____ Date: _____

Deadlines: This form must be submitted to SFC chair no later than 30 days following the funded activity.