

Revised as of September 12, 2024

2024-2025 FACULTY SCHOLARSHIP FUNDING (FSF) APPLICATION FOR FACULTY

Friday, September 20, 2024 (on or before)

All full-time tenure-track faculty members, per the Faculty Handbook, shall submit a digital Faculty Scholarship Funding (FSF) application found at [Common Application Form](#), including applications for cooperative projects, to the appropriate Unit Scholarship Committee (USC) for review.

Wednesday, October 9, 2024 (on or before)

Each USC shall review the FSF applications in accordance with the guidelines and make accessible all documentation, along with its recommendation, to the Dean. Incomplete applications will not be forwarded.

Friday, October 18, 2024 (on or before)

Each Dean shall make accessible all documentation, along with his/her/their recommendation, to the All College FSF Committee (ACFSFC) via Employee Relations (ER).

Friday, November 29, 2024 (on or before)

The ACFSFC shall complete its review of the applications and make accessible all documentation, along with its recommendation, to the Provost via ER.

Friday, December 13, 2024 (on or before)

The Provost shall notify all applicants of the awards.

Note 1: Faculty may apply for FSF and a Sabbatical leave to be awarded in the same academic year. However, Faculty are not permitted to receive any additional institutional funding while they are on Sabbatical leave, including FSF. Therefore, those Faculty applying for FSF and a Sabbatical leave in the same academic year are responsible for ensuring that any work and/or projects related to their FSF award must be completed outside of the awarded Sabbatical leave semester(s). As such, any FSF reports submitted to the Dean and Provost that demonstrate even a portion of an entire FSF project/assignment was conducted while a Faculty member was on a Sabbatical leave will not be approved for payment.

Note 2: All award recipients must verify their work via submission and acceptance of a report to their Dean and to the Office of the Provost, with a copy to ER. The report should summarize their activities and use of grant funding if a grant was awarded. The report must be submitted no later than the end of the academic year in which the award was made or upon completion of their FSF-funded project, whichever is first.