

**Chadwick A. Boseman College of Fine Arts
Dean's Faculty and Staff Professional Development Fund**

**Call for Proposals
Academic Year 2026–2027**

The Chadwick A. Boseman College of Fine Arts (CABCoFA) is pleased to announce the inaugural Dean's Faculty and Staff Professional Development Fund, a competitive internal funding program designed to support the continued professional growth of full-time faculty and staff. The Fund recognizes that faculty and staff excellence depends upon ongoing engagement with disciplinary, artistic, pedagogical, and leadership development opportunities that strengthen teaching, creative practice, scholarship, and service.

Overview

The Dean's Faculty and Staff Professional Development Fund provides competitive awards of up to \$1,500 to support professional development activities that enhance faculty and staff effectiveness and contribute to the strategic goals of the College and the University. Eligible applicants include full-time faculty and full-time staff of the Chadwick A. Boseman College of Fine Arts. Faculty applicants may be tenured, tenure-track, or full-time non-tenure-track. Adjunct, part-time, visiting, and emeritus faculty are not eligible. Each eligible faculty or staff member may submit one proposal during each funding cycle.

Awards will support activities beginning in Spring 2027, with all funded activities and expenditures to be completed by the close of Summer 2027. Applicants should develop project timelines and proposed budgets that align with this funding period.

Eligible Expenses

Funds may be used for professional development activities, including conference attendance; workshops, institutes, and certification programs; specialized professional training; leadership development programs; pedagogical training; artist residencies; professional memberships directly related to the proposed activity; and reasonable travel, lodging, registration, and related expenses necessary to participate in approved professional development activities.

Funds may not be used for salary supplementation, course releases, routine instructional expenses, departmental operating costs, equipment unrelated to the proposed activity, or expenses incurred before the grant period.

Proposal Preparation

Applicants must submit the official Proposal Application Form, including a one- to two-page narrative and a one-page budget and budget justification. The narrative should describe the proposed professional development activity; its relevance to the applicant's professional goals; anticipated benefits to teaching, scholarship, creative activity,

leadership, administration, student support, or other areas of professional responsibility; expected impact on the College; dissemination or knowledge-sharing plans; and a timeline.

All applicants are required to attend one Proposal Development Workshop prior to submitting an application. The workshop, *Advancing Your Work: Investing in Research, Creative Practice, and Professional Growth*, will provide guidance on the funding opportunity, proposal requirements, evaluation criteria, budget preparation, and submission process. Applicants may attend either of the following sessions:

- Monday, August 31, 12:00–1:00 p.m. — Recital Hall, Room 300
- Friday, September 4, 12:00–1:00 p.m. — Recital Hall, Room 300

Attendance at one workshop session is a condition of eligibility. Proposals from applicants who have not attended a workshop will not be considered for funding.

Review Process

Applications will be reviewed by an ad hoc faculty and staff committee appointed annually by the Office of the Dean. Reviewers will evaluate proposals using the five-point rating scale (Outstanding, Very Good, Good, Fair, Poor) based on: (1) Alignment with Professional Development Goals; (2) Potential Impact on Teaching, Scholarship, Creative Practice, Leadership, Administration, Student Support, or Professional Effectiveness; (3) Benefit to the College and University; (4) Feasibility and Timeline; and (5) Budget and Justification. The Dean will make final funding decisions based on committee recommendations and available funds.

Faculty and staff recipients are expected to complete the funded activity, submit a final report summarizing outcomes and expenditures, acknowledge College support when appropriate, and participate in a College-wide professional development forum or similar venue to share what they learned.

Submission Instructions

Completed proposals must be submitted no later than Wednesday, September 30, 2026. Application materials should be combined into a single PDF and submitted electronically to the Associate Dean of Academic Affairs by the published deadline. Late or incomplete applications will not be considered. Questions should be directed to the Office of the Associate Dean, Dr. Khalid Y. Long.