

WVU Parkersburg

Faculty Development Grant Proposal Form

2025-2026

The Faculty Development Committee is accepting proposals for Professional Development Grants. These grants are limited to \$2500.00. Any faculty member who is interested in applying for one of these grants should fill out the form below and attach a rationale/description of the project proposal. The proposal should explain how the project relates to your position in the college and include a list of expenditures. There will be a total of three funding cycles. The application deadline for the first cycle will be October 3, 2025. The application deadline for the second cycle will be January 9, 2026. The third cycle of funding will have a deadline of April 17, 2026. Please forward your proposal elizabethknick@wvup.edu, wwalker1@wvup.edu and your division Dean.

NOTE: All recipients of Faculty Development Funds are required to present a half hour session on the topic to fellow faculty in the theater (TBD). Choices are listed below and must be approved by the PD committee and delivered at WVU Parkersburg:

- Publication
- Report
- Seminar
- Workshop
- Tutoring

The VPAA has identified some areas of priority for professional development for the current year. Those areas are:

- Career pathways
- Instructional strategies
- Curriculum development and rethinking curriculum
- Retention Strategies

Rules for Receiving Professional Development Funding

1. Applicants must have been employed by WVUP for a minimum of one year. Employees with less than one year of service may apply for funding to take a class or attend a seminar or other job-related training activity when required to do so by their supervisor.
2. Development activities funded by the college must be job-related. Applicants who request tuition assistance for college credit should be working toward a degree in his or her field of employment or in a field designated by the supervisor.
 - a. Tuition Reimbursement Requirements
 - i. A copy of the transcript of the completed course(s)
 - ii. A copy of the tuition/fees for the course(s) completed

**If you have any questions, please feel free to contact Andrew Walker or Elizabeth Knick*

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Name of Applicant: _____ **Today's Date:** _____

Division/Department: _____

Title of Project: _____

Date of Project: _____ **Location of Project:** _____

Prepare a typed response of no more than three pages to address each of the items listed below. The Faculty Development Committee will review and, with approval from the appropriate division dean, will recommend to the Vice President of Academic and Student Affairs and/or the WVU at Parkersburg Foundation Director. With support of all parties, the proposal will be submitted to the VPAA for final approval.

1. How will your request support your area of responsibility/teaching?
2. How does your request advance your professional development and the goals of the WVU-P Strategic Plan?
3. Describe the long-term benefit to you and to your students.
4. How will you share the results of your project, including your potential CTE presentation?
5. Please provide supporting documentation for funding (i.e. hotel, flight, registration, etc.)

Faculty Signature

Date

Dean Signature

Date