

## GUIDELINES FOR TERHUNE PROFESSIONAL DEVELOPMENT FUND

**POLICY:** The Office of the Dean of Teachers College will award funding to full-time tenured/tenure track faculty based on application criteria for activities related to the Terhune Professional Development Fund expenditure guidelines.

**RATIONALE:** Through a generous gift of the Terhune family, the Terhune Foundation fund was established to promote Teachers College. The Terhune Professional Development Fund is financed from the Terhune Foundation fund and was created in 2009 to provide tenured/tenure track faculty who present at national and international professional conferences supplemental travel support. Faculty presentations at **prestigious national/international professional organization** conferences are an effective way of promoting the college.

This policy provides guidelines to faculty and the Office of the Dean of Teachers College in the disbursement of Terhune Professional Development Fund dollars. Each year the Teachers College Dean determines the amount allocated from the Terhune Foundation Fund to the Terhune Professional Development Fund and establishes the maximum allocated dollar amount per applicant.

### DESCRIPTION:

1. Funds will be allocated as **supplemental travel support** for full-time tenured/tenure track faculty who make a refereed presentation at a national or international professional association venue (**defined by the geographical location of the conference**). Supplemental travel to a university-sponsored conference **will generally not be supported**.

A full-time tenured/tenure track faculty member making a refereed presentation at a regional conference **may** receive supplemental travel compensation from the Terhune Professional Development Fund if the conference draws from a national or international audience, has a sizable attendance, and relates to a professional association (e.g., regional AERA conference).

2. Faculty development activities **not** included under this policy are:
  - a. Participating, organizing or serving in a professional role at a conference or meeting
  - b. Recognition/awards ceremony
  - c. Formal education, e.g., masters or doctoral courses
  - d. Local and state professional development
3. Within one academic year (July 1 – June 30), an individual faculty member may only receive Terhune Professional Development funding once.

## PROCEDURES:

The Terhune Professional Development Funds are available for full-time tenured/tenure track faculty. The Terhune Professional Development Fund Application form is to be used for all funding requests. Applications should be submitted in advance of travel dates, requiring an **approved** Travel Authorization number. To be clear, applications submitted after travel or failure to follow the procedures will result in the return of the application without being review.

## FACULTY RESPONSIBILITIES

1. **To access the Terhune Professional Development Fund Application:**
  - a. Log into your [MY BSU](#) account and select [TK 20](#) under *Additional Tools*.
  - b. Click the “Applications” link, located on the left side
  - c. Click the green “Create New Application” button
  - d. Select “Terhune Application” from the drop-down menu then click the green “Next” button
  - e. Complete the Terhune Professional Development Fund Application and include:
    - i. notification/acceptance letter from the organization sponsoring the venue indicating the type of activity in which you are engaging
    - ii. the conference brochure, if possible
2. Those who are awarded funds from the Terhune Professional Development Fund upon return must send a thank-you letter to: **Ms. Julie Terhune, 3701 West Allen Court, Muncie, IN 47304**. The thank-you letter should briefly describe the professional development activity along with how the funds supported the activity and how the professional development activity enhanced both the Teachers College’s reputation and furthered the person’s research or scholarly/creative activity. The Dean’s Office will need an electronic copy of the thank-you letter sent to Ms. Terhune. Faculty members who fail to comply with this responsibility may forfeit future Terhune funding consideration.
3. When possible the fund should be acknowledged at the presentation.
4. Terhune may award funding up to \$800 for national support and up to \$1,000 for international support. **Funds are intended as supplemental support only.**
5. Applications will be reviewed on a rolling basis.

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