

College of Languages, Linguistics & Literature
Faculty Development Awards
Fiscal Year July 1, 2016 – June 30, 2017
Application

The College of Languages, Linguistics & Literature is committed to its faculty and strives for faculty excellence. With these tenets in mind, the college leadership has established the Faculty Development Awards (FDA) program whose purpose is to provide financial assistance to faculty members who seek to improve and enhance their roles and responsibilities within their departments, disciplines, and the college. The Faculty Development Awards program is made possible by donations from alumni and friends to the College of Languages, Linguistics & Literature.

General Information

- Funds will be provided for faculty development endeavors, including, but not limited to:
 - Workshop, course, and seminar registration fees
 - Books and materials for teaching courses or conducting research
 - Professional membership dues and subscription fees
 - Workshop, course, or seminar expenses that you incur as a planner/organizer (e.g. lei, refreshments, supplies)

Development items listed above will be referred to from hereon in as “activities”

- Activity must take place within, or be applicable to, fiscal year (FY) July 1, 2016 – June 30, 2017
- Application for a retroactive award (after the activity has occurred) is allowed
- Maximum award is \$250
- Limit one Faculty Development Award per faculty member per fiscal year
- FDA program funding is limited
- FDA awards exclude support to attend conferences (for this, please refer to the LLL Faculty Conference Travel Awards application)

Eligibility (applicable to FY 2016-2017)

Applicant must be a full-time LLL faculty member. I2 and S2 faculty members may apply.

(Faculty member on sabbatical leave may apply. Faculty member on leave without pay is ineligible.)

How to Apply

Prepare an application packet composed of only:

1. Completed Application Packet Cover Form (see next page)
2. Two-page CV

Create a single .pdf of the application packet and name it accordingly: **Lastname_FDA2016-17.pdf**. E-mail the .pdf packet to Karin Mackenzie, karinm@hawaii.edu. If you have questions, please e-mail or call Karin, 956-4051.

Deadlines

September 13, 2016 (for development activity that takes place in, or is applicable to, Fall 2016 semester)

February 14, 2017 (for development activity that takes place in, or is applicable to, Spring 2017 semester)

**College of Languages, Linguistics & Literature
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Application Packet Cover Form**

Name _____ Department _____

Rank _____ E-mail _____

Amount requested \$ _____ (maximum award is \$250)

Estimated date expense will be incurred _____ (paperwork to pay for expense must be submitted within 60 days of this date; details will be included in award notification email)

Activity details

Activity dates _____ Location _____

Describe activity (please limit your response to box size)

Describe the professional benefits of the activity (please limit your response to box size)

Summarize activity costs (please limit your response to box size)

Please note: If granted an LLL Faculty Development Award, applicant must process activity costs soon after activity takes place.

Applicant has read and acknowledges application requirements:

Applicant Signature Date

Application is endorsed by department chair (not required if applicant is the department chair):

Department Chair Name Signature Date

You and your department chair will be notified of award decision by e-mail within 30 days of deadlines.