



Part-Time Faculty Professional Development Fund

Description

The Provost Office of the University of Hartford provides small reimbursement grants to current part-time faculty for activities and purchases that will enhance the faculty member's teaching practice. Itemized receipts are required for all expenses and sales tax cannot be reimbursed.

Eligibility

All part-time faculty teaching at least one course for the University of Hartford during either the semester of application or during the semester of the activity or purchase. Preference will be given to faculty who did not receive funds in the previous semester during the same academic year.

Amount of Reimbursement Award

An award of **up to** \$250 per semester may be granted; no more than two per year. Please note that the funds granted must be used for the specific purpose outlined in your application.

Selection Criteria

Preference will be given to requests that directly impact students. Priority will also be given to faculty who did not already receive an award during the same academic year. Please consider the following about your purchases:

- How will the activity or purchase enhance the faculty member's teaching of courses at the University of Hartford?
- How long has the faculty member been teaching at the University of Hartford? (Time of service will be taken into consideration, but all part-time faculty may apply, including those in their first term of service.)
- Did the faculty member already receive an award during the current academic year?

Application Process

Use link below to submit your application including a detailed description of activity or purchase with an explanation of the ways activity or purchase will enhance your ability to teach courses at the University of Hartford. Include titles of courses taught at the University of Hartford with semesters and CRN's. **Please note that the university will not cover costs associated with the purchase of personal technology such as desktops, laptops, and associate accessories. Please see details about the [HawkPC program](#).**

[APPLY HERE](#)

Deadlines: Applications are due by 5 p.m. on first day of classes in the Fall or Spring semesters. All receipts must be submitted for reimbursement by May 31.

NOTE: The budget year ends on May 31. Requests for Summer Term activities and purchases may be made in the subsequent Fall semester.