

GUIDELINES FOR FACULTY TRAVEL GRANTS

Elmhurst College Faculty Development Committee

Academic Year 2000-2001

October 5, 2000

To: Elmhurst College Faculty
From: Faculty Development Committee
Subject: Travel Grants, Academic Year 2000-2001

This year the **Faculty Development Committee** will again support 16 faculty travel grants each for up to \$300. Up to 8 grants will be awarded each term. Applications for Term I funding (travel may already have been completed) are due on Monday, November 13, 2000. Applications for Term II and Summer funding are due Monday, February 12, 2001.

All faculty (full-time and part-time) are eligible to apply.

There is no formal application form. A letter of application (not to exceed two pages) should address the items below:

- Description, date, and location of activity. Please include copies of registration information, flyers, etc. if available.
- Description of paper or poster to be presented, if applicable.
- Description of workshop, short course, or sessions to be attended.
- Total budget, *i.e.*, funds available from Departmental budget (also provided by Chair), funds available from other sources, and the total amount requested from Faculty Development.
- Discuss how this activity will contribute your development as a teacher/scholar. Please be as specific as possible.

Please direct any questions to Earl C. Swallow, Chairperson of the Faculty Development Committee, (earls@elmhurst.edu or 617-3577 or Campus Box 2472).

Your typed application letter must first be submitted to the Chairperson of your department. The Chairperson must prepare a brief letter of endorsement indicating what departmental funds are available and then forward your request and the endorsement letter to the Faculty Development Committee. We strongly encourage the submission of these materials in electronic form (email or diskette) to either the Committee Chairperson or the Office of Adult Programs (anamarie@elmhurst.edu).

Applications will be judged on quality of the proposed activity. Activities that most directly impact teaching and/or scholarship will be given preference for support.

Please Note: This document and others related to the work of the Faculty Development Committee can be found at <http://www.elmhurst.edu/~earls/fdc>.