Professional Development Committee Description and Deadlines

The Professional Development Committee (PDC) is a standing committee charged with encouraging and facilitating the professional development of Mansfield Campus faculty. In addition to sponsoring and organizing workshops and colloquia related to professional development topics, the PDC has been charged by the Faculty Assembly with the responsibility of reviewing applications for a number of grant and course-reduction mechanisms and recommending action to the Dean.

The PDC reviews several categories of competitive award mechanisms related to (a) financial support and (b) course releases.

- Supplementary Travel Awards (max. $1000/year) and International Travel Awards (max. $700/year) can be requested to augment normal non-competitive travel funds (non-competitive discussed below). PDC accepts applications for these awards on a rolling basis. Note that faculty must secure a T number from the Business Office before spending money related to travel.

- PDC Small grants (max. $1000) are designed to support professional development related to teaching, research, or service. Applications are Oct 1 and Mar 1. Faculty can receive no more than one per year.

- Junior Faculty Quick Start grants (max. $15,000) are designed to facilitate the productivity of new faculty as they work toward achieving tenure. Applications are due on Mar 1.

- The Mansfield Campus Seed Grant (max. $8000) seeks to facilitate projects related to external grant funding. Applications are due on Mar 1.

- Faculty Professional Leaves (FPLs) also provide multiple course releases, and also entail release from campus service. Applications are due on Dec 1.

- Special Assignments (SAs) provide course releases (typically an off-semester), but DO NOT typically entail release from campus service or presence. Applications are due on Dec 1.

- Merit Based Course Reduction requests are due Dec 1.

Application forms for each mechanism can be accessed under the ‘Forms’ section of the Faculty/Staff Handbook (http://mansfield.osu.edu/faculty-and-staff-handbook/), and the Handbook also contains additional descriptions and guidelines for the various awards.

Each faculty member also entitled to 1) $300 in non-competitive funds to be used for travel, books, supplies, or as a supplement to an existing grant (unused money rolls to the next year); 2) $300-500 to cover publication costs (unlimited publications per year); 3) $1000 non-competitive conference travel per year (unused portion does not roll over). Faculty should work with the Business Office to access non-competitive funds (note that faculty must secure a T number before spending money on travel).

This document is kept current by the Professional Development Committee.
Revised December 2018