



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 4001.2
2/PRO
21 Apr 23

PROVOST INSTRUCTION 4001.2

From: Provost, U.S. Naval Academy

Subj: FACULTY DEVELOPMENT FUND

Ref: (a) USNAINST 4001.2H

Encl: (1) Format for Requesting Faculty Development Funding

1. Purpose. The objective of the Faculty Development Fund (FDF) is to enhance the professional growth of the faculty and the overall academic program at the Naval Academy through assigned gift funds. The Faculty Development Fund is administered by the Deans of Research and Faculty Development.

2. Approval Process. The Deans of Research and Faculty Development will receive proposals from faculty and make recommendations regarding funding to the Vice Provost. Decisions are made by consensus with recommendations presented to the Vice Provost. If consensus cannot be achieved, a split recommendation with justification is presented to the Vice Provost. The Provost is the final approving authority. Each funding request will be judged on its merit, the overall objective of the Faculty Development Fund is to aid as many members of the faculty as possible. Funding may therefore not be the entire amount requested.

3. Funding. The FDF will be funded through resources identified by the Associate Provost for Finance and Military Affairs, and approved by the Provost. Annual budget requests are prepared by the Dean of Faculty Development and submitted to the Provost's Budget Office during the annual call for Gift Fund Accounts.

4. Program Categories. FDF shall normally be limited to the funding costs associated with scholarly publications; e.g. page fees, open access fees, copyright changes, etc. Funding is not available for editing, proof reading, or indexing.

5. Administration. Proposals requesting FDF support are submitted electronically by the faculty membervia the department chair and school dean or division director

- a. Faculty proposals will be prepared in the format of enclosure (1).

b. Recommendations are made on a rolling basis as requests are received.

c. Faculty members will be notified in writing of the status of their proposals and, if approved, the amount of funding within a month of being received. Purchases must be made with a Purchase Card. Purchases cannot be made until a "Purchase Card Order-Gift Funds Only" has been approved. Note that a quote is necessary for approval; the Budget Office will not approve an invoice.

d. The Deans of Faculty Development and Research shall produce an end of fiscal year report summarizing individual expenditures of funds during the year. This report shall be submitted to the Associate Provost for Finance and Military Affairs.


A. T. PHILLIPS

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FORMAT FOR REQUESTING FACULTY DEVELOPMENT FUNDING

From:

To: Chair, Faculty Development Committee

Via: (1) Chair, Department
(2) Dean, School

Subj: REQUEST FOR FUNDING

Ref: (a) USNAINST 4001.2H

Encl: (1) Supporting Information

1. I request funding from the Faculty Development Fund

Amount requested:

Purpose (e.g. page fees):

Title of Publication:

Journal/Publishers:

Date of Acceptance:

2. I have previously been funded by Faculty Development:

(Give year, purpose, amount.):

Signature

Enclosure (1)