**Participating (Non-tenure Track) Faculty - Application for 2025-26 Professional Development Awards**

The Office of the Provost has allocated at least $10,000 to be distributed to participating faculty for professional development activities during the 2025-26 academic year (funds must be spent prior to May 15, 2026). All participating faculty (faculty not tenured or on the tenure track), full and part-time, are eligible to receive an award. To maximize the impact of funds, awards will normally be for $500 or less, but faculty can request up to their level of need. For faculty teaching only one semester during the 2025-26 academic year, the award must be spent during the semester of employment (for fall term only faculty, funds must be spent prior to December 1, 2025).

Awards will be made for relevant *professional development* activities, including, but not limited to conferences, workshops, trainings, etc. Please note, conference participation may only be funded, in whole or in part, if a connection to a specific professional development opportunity is clear.

A sub-committee of the Participating Faculty Committee will review applications to determine award recipients. Criteria include (1) alignment with professional development; (2) how the award (funds) will be used; (3) the potential impact of the award, and (4) whether or not, and if so how much, the applicant has already received in professional development funds from other sources (e.g., department / college) this academic year (5) whether the applicant received professional development funds in previous years.

***Applications are due by close of business (4:30 p.m.) Friday, October 10, 2025.*** Please send as an electronic attachment to the Office of Faculty Affairs ([faculty.affairs@marquette.edu](mailto:faculty.affairs@marquette.edu)). Dr. Conor Kelly may be contacted for questions about the application or awarding process.

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| --- | --- |
| Applicant Name |  |
| Department and College or School |  |
| Position / Title |  |
| Marquette email Address |  |
| Full-time or Part-time Faculty |  |

Amount of Professional Development Funds Sought:

How will the funds be used for professional development? (Be as specific as possible, including details such as the action, event, organizer, and date and location, as relevant. Note a breakdown of costs.)

How will receipt of this award impact your work at Marquette University and support the University’s Mission? (Examples might include: Equipping you with innovative teaching strategies; Strengthening your ability to mentor students; Enhancing your ability to integrate real-world applications and emerging knowledge into the curriculum; Expanding collaborative opportunities that may lead to new research or experiences for students; Enabling you to share knowledge with colleagues and students through other means.)

Have you, or do you anticipate receiving any development funds this year from

another source (e.g., your department or college/school; a source external to

Marquette)? If yes, indicate how much you received and how the funds will be

used.

If you do not receive this award, will you still be able to engage in this professional development activity? If yes, describe whether your costs would be covered in full by other funds, or whether you would need to personally pay some or all expenses and the proportion.

Have you previously received professional development funds through the provost’s office? If so, how much did you receive?