

Faculty Career Programming Grant



Career and Professional Development

Description

Career & Professional Development (CPD) invites Gonzaga University faculty members to apply for financial support for career-oriented programs that foster student career development. Each academic department may apply for up to \$500.00 per academic year. Funding is available throughout the fall and spring semesters. The purpose of the funding is to support faculty as they help students clarify their educational and career goals. The program requirements are listed below.

Funding Application Checklist

- Faculty members may apply for a programming grant (not to exceed \$500) to support speaker expenses (honoraria, accommodations, and travel) and promotional and training materials.
- Funds may not be used for refreshments or meals.
- Applicant guarantees that at least 30 students will attend the proposed program to receive full grant funding. Funding reimbursement is correlated to the percentage of the required student attendance (examples below):
 - 3 students attending = 10% of 30 students required = \$50 of funding reimbursed
 - 6 students attending = 20% of 30 students required = \$100 of funding reimbursed
 - 9 students attending = 30% of 30 students required = \$150 of funding reimbursed
 - 12 students attending = 40% of 30 students required = \$200 of funding reimbursed
 - 15 students attending = 50% of 30 students required = \$250 of funding reimbursed
 - 18 students attending = 60% of 30 students required = \$300 of funding reimbursed
 - 21 students attending = 70% of 30 students required = \$350 of funding reimbursed
 - 24 students attending = 80% of 30 students required = \$400 of funding reimbursed
 - 27 students attending = 90% of 30 students required = \$450 of funding reimbursed
 - 30 students attending = 100% of 30 students required = \$500 of funding reimbursed
- Applicant must secure the appropriate department chair and dean signatures.
- Proposed program must follow Gonzaga University policies and procedures for events regarding guest speakers on campus.
- Applicant must meet with CPD staff to review logistical details, program timeline, marketing plan and timeline of event.
- Applicant will evaluate the effectiveness of the event (by meeting learning outcomes) after program has been concluded and make suggestions for future programming.
- Faculty must complete application (see back of form), and return to Career & Professional Development at careers@gonzaga.edu or MSC 2462.

Applications for funding must be submitted at least six weeks prior to the scheduled event to allow time for application review, and program planning and marketing.

GONZAGA UNIVERSITY
CAREER & PROFESSIONAL DEVELOPMENT (CPD)

FACULTY CAREER PROGRAMMING GRANT APPLICATION

Applications are due six weeks prior to the event.

REQUESTER INFORMATION

NAME	
TITLE	
DEPARTMENT	
EMAIL	PHONE

EVENT REQUEST

TITLE OF PROGRAM	
DATE OF REQUEST	DATE OF PROGRAM (TBD NOT ALLOWED)
BRIEF DESCRIPTION OF EVENT	
SPEAKER BIOGRAPHY & CREDENTIALS	
STUDENT PARTICIPATION List all relevant academic clubs, honorary organizations, leadership groups, student professional organizations, etc. for potential collaboration	
LEARNING OBJECTIVES (3 recommended)	

AUDIENCE	BUDGET
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ANTICIPATED ATTENDANCE (30 participants required)	AMOUNT REQUESTED (TOTAL) – Not to exceed \$500
INTENDED AUDIENCE (Check all that apply) <input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Alumni <input type="checkbox"/> General Public Other _____	ITEMIZATION (REQUIRED) <input type="checkbox"/> Speaker Travel: _____ <input type="checkbox"/> Speaker Lodging: _____ <input type="checkbox"/> Promotional Materials: _____ <input type="checkbox"/> Training Materials: _____ <input type="checkbox"/> Honorarium: _____ Other _____

LOCATION (Include Building and Room Number, if known)	
Building: _____ Room: _____	
If available CPD CROSBY FIRST FLOOR, IGNIS VITAE SEMINAR ROOM & LOBBY is recommended (reservations are required): <input type="checkbox"/> Request CPD Crosby First Floor, Ignis Vitae Seminar Room (max. 49) <input type="checkbox"/> Request CPD Crosby First Floor, Ignis Vitae Lobby Space (max. 49)	

AUTHORIZATION – Please Sign

Department Chair – Signature	Date
Dean – Signature	Date
CPD Contact – Name	Date