

## **Application Guidelines**

### **Dean's Faculty Development Fund**

#### **1. Instructions**

- a. The application is formatted for Microsoft Word (".docx" extension). Download it from the School's web site and "Save As" to your local machine.
- b. The text boxes in the application are of fixed length. In the interest of brevity, please fit your text into the space provided (and without making the font smaller!).
- c. When you are ready to submit your application, please save it as a PDF and submit it as an attachment in an email directly to Sheila.brear@UCSF.edu
- d. If you have clinical/teaching/service responsibilities that will need to be "covered" while you are away, confer with your Division/Dept. Chair before submitting the application and confirm in your application email that you have approval from your chair.

#### **2. How to make the application competitive.**

- a. Priority will be given to junior faculty and those faculty who do not have other funding (e.g. grants) to attend. Priority will be given to 100% time faculty, (or at least 40% time) and junior faculty. There is a maximum of one meeting per year per faculty member, and a maximum of \$2000 for that one meeting. (Funds are not available to non-faculty academics).
- b. The principal goal of the Dean's Faculty Development Fund is to promote faculty development in order to benefit the School of Dentistry. The most effective applications are those where applicants are able to state how the financial support from this Fund will benefit the School. The Faculty will be asked to provide a presentation to SOD faculty, the date and time will be arranged at the time of funding application. The topic of the presentation will be a short version (30-40 minutes) of the presentation you provided, or attended. If CE credit can be provided for this presentation, you will also be asked to fill in the application for this.
- c. The Dean's office is interested in supporting faculty members who have been asked to give symposium-level or plenary presentations at meetings of national or regional professional societies and who have not been provided with sufficient funds by the society to meet their expenses.
- d. **Faculty who have grant(s) to conduct research should not expect to receive funding from the Dean's office to attend research meetings, even if it is to present their work, since it is assumed that the same funding source that supported the work will also support the costs of attending the meeting.**