



ADMINISTRATIVE POLICY #30-08 FACULTY DEVELOPMENT POLICY

Policy Title: Faculty Development Policy

Policy Type: Administrative

Policy Number: 30-08

Approval Date: 09/24/2026

Responsible Office: Office of the Provost and Vice President for Academic Affairs

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: University Faculty

POLICY STATEMENT

The institution provides ongoing professional development opportunities for faculty members as teachers, scholars, and practitioners, consistent with the institutional mission (Section 6: Faculty, *The Principles of Accreditation: Foundations for Quality Enhancement*, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), page 18). In accordance with this standard, Norfolk State University is committed to promoting professional development activities for its faculty members to ensure the following: faculty members' pedagogical skills reflect time-proven methods as well as current instructional trends and delivery modes; faculty members have full opportunity to enhance and acquire emerging technological skills and apply them to instruction; faculty members embrace opportunities to contribute to regional and national forums of research, education policy and practice, and other professional activities; faculty members have an opportunity to participate in growth experiences and share the information, trends, and ideas with other practitioners or departments.

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DEFINITIONS

Teaching Faculty: For purposes of this policy, teaching faculty¹ refers to those employees whose primary responsibilities include instruction, scholarly activities, advising and mentoring students, and professional and University service. Academic rank is assigned based on earned academic credentials, teaching experience, scholarly activity, and professional development and service.

¹Teaching Faculty Handbook, Section 3.1.1



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Research Faculty: For purposes of this policy, research faculty² refers to those faculty members whose responsibility is to conduct research in an assigned academic unit in the University. As appropriate, research faculty are to seek and secure research funding and establish and maintain an extensive scholarly record. Other responsibilities may include teaching, advising and mentoring students, and professional development and service.

Visiting Scholar, Scholar in Residence, and Artist in Residence: For purposes of this policy, visiting scholar, scholar in residence, or artist in residence³ refers to those faculty members who are scholars or artists known nationally or internationally for their exemplary teaching, prestigious research, business or political expertise, outstanding community service, or exceptional creativity in the arts. Based on the availability of funding, qualified candidates, and priorities at the time of consideration, the University may host a Visiting Scholar, Scholar, or Artist in Residence who may work with faculty and students on specific research and creative projects, offer lectures about their research or art, develop curricula, attend study groups, participate in seminars or presentations, or provide substantive input into the teaching, research, or creative program of a department, college, school, or the University at large. These appointments usually extend up to one year but may exceed one year at the discretion of the Provost and Vice President for Academic Affairs, upon approval of the Board of Visitors in accordance with BOV Policy #34 (2019).

CONTACTS

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Office of the Provost and Vice President for Academic Affairs.

STAKEHOLDERS

University faculty

FACULTY DEVELOPMENT POLICY CONTENTS

This policy establishes the process and procedures for obtaining faculty development funding. Activities which may qualify for faculty development funding include the following:

1. Additional graduate work in the discipline.
2. Meaningful participation in professional meetings (presenters will be given preference over non-presenters).
3. In-service training, such as instruction in e-learning, computer technology, and global education.
4. Release time for curriculum development.
5. On-campus development activities specific to a discipline or a need and designed for group participation.
6. Other activities that qualify as developmental. Travel, such as People to People, to present keynote speeches for other organizations or other activities that are unrelated to Norfolk State University's mission and goals will not be funded.

²Teaching Faculty Handbook, Section 3.1.2

³Teaching Faculty Handbook, Section 3.1.3



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To access faculty development funds, the following procedures will be used:

1. The faculty member will submit a completed application to his/her department chair for approval. Materials to support the request should be attached.
2. The application, signed by the department chair, with supporting materials (e.g., conference information stating the name of the conference, date, and location, registration, transportation, and lodging information) will be forwarded to the college/school dean for signature.
3. The application signed by the dean, with supporting materials, is forwarded to the Provost and Vice President for Academic Affairs or designee for final approval.
4. An official notice of the award will be sent to the applicant from the Office of the Provost and Vice President for Academic Affairs or designee.
5. Faculty members must observe all state and University guidelines for travel. No refunds will be available retroactively for unapproved travel or expenses.
6. Faculty development recipients may be asked to do a presentation by the Office of the Provost and Vice President for Academic Affairs.
7. Each faculty member may apply for one annual award per fiscal year.
8. Applications and supporting documentation are due to the final approval designation four weeks prior to the scheduled activity.
9. In accordance with Norfolk State University's Travel Guidelines, the typed reimbursement voucher must be signed by the traveler and traveler's supervisor and submitted to the Office of the Provost and Vice President for Academic Affairs or designated office within five (5) working days after returning from travel. ALL original receipts, original conference handbook, and the Faculty Development Travel Report and Evaluation Form must be attached. If the travel reimbursement voucher is not submitted in accordance with the published state travel guidelines, or the Faculty Development Report and Evaluation Form are not attached to the reimbursement voucher, the faculty member will be ineligible to apply for subsequent travel grants.
10. The Faculty Professional Development Fund is not large enough to cover all out-of-pocket expenses for faculty travel and research; therefore, grants from the fund are not an entitlement.

EDUCATION AND COMPLIANCE

The Center for Teaching and Learning shall be responsible for training faculty on the requirements of this policy on a regular basis. Faculty members who seek faculty development funds will be required to complete a training module on Blackboard prior to their application for those funds. Records of training will be maintained by the Center for Teaching and Learning, and a copy will be forwarded to the Office of the Provost and Vice President for Academic Affairs.

To ensure conformity to the requirements of this policy, the Center for Teaching and Learning and the Office of the Provost and Vice President for Academic Affairs will monitor for compliance with this policy. Faculty members who fail to comply with this policy will not receive faculty development funds. Noncompliance with this policy may contravene the SACSCOC policy on faculty development.



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PUBLICATION

This policy shall be widely distributed to the University community. To ensure timely publication and distribution thereof, the Office of the Provost and Vice President for Academic Affairs will make every effort to

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the Academic Affairs website; and
- Educate and train all stakeholders and appropriate audiences on the policy contents.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 11/04/2024; 03/01/2029
- Approved by: President's Cabinet
- Approval Date: 01/13/2015; 11/04/2021; 09/24/2026
- Revision History: 8/2000, 2007, 11/12/2012; 04/16/2018; 04/27/2021; 09/24/2026
- Supersedes: Policy No. 30.026 Faculty Development (2012)

RELATED DOCUMENTS

- [Teaching Faculty Handbook](#)
- [Faculty Development Guidelines](#)
- [SACSCOC Principles of Accreditation](#)
- Travel Report per Policy 41-01: [University Travel Policy and Procedures](#)

FORMS

- [Faculty Development Application](#)