

Department of Social and Behavioral Sciences Guidelines for Support of Professional Development, Including Meetings, Professional Organizations, Book, Journals, Grants, and Similar Development Needs

Instructions for Faculty:

1. New tenure-track faculty will receive sufficient “start-up” funds to support these (and other) professional development needs for up to three years.
2. Faculty with research expectations are also eligible to participate in the research incentive plan and encouraged to designate “set asides” in a research incentive account to support their continued professional development.
 - A. Designated monies are institutional dollars for individual faculty support and under the faculty member’s control.
 - B. Use of designated “set-asides” has required, and will continue to require, chair and fiscal office approval to ensure compliance with applicable WVU policies and state laws.
3. Faculty not covered by “start-up” or eligible for research incentive may request funds from the department to support professional development needs. Requests will be evaluated on a case-by-case basis by the chair.
4. Additional professional development funds may also be available to faculty with research expectations who do not currently have funded incentive plan accounts by request. Requests will be evaluated on a case-by-case basis by the chair and subjected to additional scrutiny. In addition, the chair may request additional information to be utilized as a part of this decision-making process.
5. Meetings, seminars, and similar professional development activities undertaken at department/school request are covered by a different mechanism than this process.
6. To apply for these funds, follow instructions on the SBHS Professional Development Application Form. Requests should contain the rationale, justification, and appropriate documentation for the request and specific dollar amount not to exceed one single-spaced page. Note that requests may be fully, partially, or not funded at all based on the number of requests, competing departmental priorities, and the availability of funds.

Instructions for Students:

1. The department is also committed to helping facilitate WVU's standard of very high research activity among our graduate students with a demonstrable financial need to meet article publishing costs within a peer-reviewed open access journal. Up to \$1,000 will be awarded through this mechanism to each applicant.
2. The department will support scholarly articles to be published in fully open access peer reviewed journals with a clear display of article charges on the Journal's website. Funding does not cover articles to be published in hybrid journals (where only some content is open access), books, book chapters, magazines, or other types of publications.
3. Articles with a status of accepted are eligible. Articles already published, in draft form, or based on grant funding where grant monies can support publishing costs are not eligible.
4. First-authored articles, doctoral students, and first-time applicants will receive preference for funding. Requests for funding will be reviewed in the order received.
5. Most successful applications are for journals included in the Directory of Open Access Journals (doaj.org). There are exceptions since newer journals, or established journals that have not yet applied for membership, may not be in the database. In those instances, applicants must check to see if the journal they intend to publish is in the DOAJ. If it is not, applicants must explicitly state the journal for which they are seeking publication cost assistance is not listed in the DOAJ and why.

To apply, you will need:

1. Contact information and name of your mentor.
2. Information about the accepted article for which you are seeking funding such as your role on the article, title of article, and journal title. A copy of the email acceptance will also suffice.
3. Funding amount requested, and whether you have received funding from other sources for the publication.
4. To confirm agreement with the following:
 - a. Neither you nor your co-authors have grant funding that supports article processing charges for this publication;
 - b. You have a receipt of payment detailing publication costs.
5. To follow the instructions on the SBHS Professional Development Application Form. Requests should contain the rationale, justification, and appropriate documentation for the request and specific dollar amount not to exceed one single-spaced page. Note that requests may be fully, partially, or not funded at all based on the number of requests, competing departmental priorities, and the availability of funds.

SBHS Professional Development Application

Name:		Email:	
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Submit completed form to [Beth Morrison](#).

Request: Please describe your request in the area below.

Rationale: Please provide your rationale for this request separately on a single-spaced document not to exceed one page if necessary.

Estimated expenses:

Membership Fee	\$	_____
Publication Fee (capped at \$1,000)	\$	_____
Other - specify	\$	_____
TOTAL FUNDING REQUESTED	\$	_____

APPROVALS

Faculty Member: I request this funding to support my professional development OR to support this student under my supervision. I (we) agree to follow the request and rationale as described in this application.

Signature _____ Date _____

Chair: I have read this request and recommend funding. The expenses listed are reasonable. Support of this request is important to faculty and student professional development. In sharing in the support of this request, the department will provide funding in the amount of: \$_____

Department Chairperson _____ Date _____