



LSUA E.F. Mulder Center for **TEACHING EXCELLENCE**

E.F. Mulder Center for Teaching Excellence (CTE) Conference Funds Guidelines

To promote and support professional growth among LSUA faculty and staff, the E.F. Mulder Center for Teaching Excellence—through the generous support of the LSUA Foundation—offers financial assistance for participation in professional development activities. This fund was established to provide faculty and staff with financial support to attend conferences or other professional development activities that will enhance their professional growth, teaching skills and strategies, and/or support the dissemination of their scholarship.

Funding Overview

- **Award Amount:** Up to \$2,500 per applicant for reimbursable expenses related to professional development activities.
- **Requests exceeding \$2,500** may be considered based on available funds, but the total award cannot exceed the actual cost of travel and eligible expenses.
- Funding is reimbursable and governed by **LSU PM-13 (University Travel Regulations)**.
- If partial funding is received from another source (e.g., the conference, departmental funds), this must be disclosed and will be deducted from the reimbursable amount.

Eligibility

- **Full-time LSUA faculty and staff** are eligible to apply.
- **Adjunct faculty** may apply; however, preference is given to full-time applicants and funding is subject to availability.

Application Deadlines

- Summer travel: April 30th
- Fall travel: August 31st
- Spring travel: January 31st

Late submissions will only be considered **if funds remain**. Submissions will close when all available monies for the semester are allotted, so early submission is strongly encouraged.

Application Process

- Submit a completed **CTE Funds Application:**
<https://www.lsua.edu/cte/cte-teaching-conferences>.
- Initial award notifications are made each fall and spring semester.
- Applications are limited to **one award per academic year**, including summer. Exceptions may be granted for extenuating circumstances and/or when funds are available.

Priority Areas for TEF Professional Development Funding

Priority for Teaching Excellence Fund (TEF) professional development support will be given to proposals that align with one or more of the following areas:

- Presentations of Research, Workshops, or Addresses
(e.g., conference presentations, keynote addresses, or invited workshops)
- Scholarship of Teaching and Learning (SoTL)
(e.g., research focused on improving instructional practices and student learning outcomes)
- Discipline-Specific Conferences
(e.g., academic conferences directly related to the applicant's field of study)
- Innovative Approaches to Assessing Teaching and/or Learning
(e.g., new methods or tools to evaluate instructional effectiveness or student learning)
- Collaborative Teaching and Learning Strategies
(e.g., interdisciplinary teaching, team-based learning, faculty-student partnerships)
- Technology Integration in the Classroom
(e.g., use of educational technologies to enhance engagement, access, or instruction)

Use of Funds

Approved funds may be used for:

- Travel expenses
- Conference registration fees
- Lodging and meals (per university policy)
- Other allowable professional development costs

All expenses must be **documented** and aligned with LSU travel policy.

Post-Conference Requirements

All recipients of CTE funding must submit a Documentation Form within two weeks of completing their professional development activity. The completed form should be submitted via email to cte@lsua.edu and must include:

- A brief summary of the event and a reflection on its impact on your teaching or professional growth
- A plan for sharing key insights or takeaways with the LSUA campus community

For reimbursement and expense report procedures, please refer to the **LSUA Travel Guidelines** and **LSU PM-13: University Travel Regulations**.

Important: Future eligibility for CTE funding is contingent upon timely submission and approval of all required documentation from previous awards.

For more information, please contact the **E.F. Mulder Center for Teaching Excellence** at cte@lsua.edu.