



## **2025-2026 Instructional Excellence Fund for V.I.T.A.L. Faculty**

### **Program Purpose**

The Radow College Instructional Excellence Fund for V.I.T.A.L. faculty supports professional development for part-time instructional faculty teaching in the Radow College. It funds instructional activities and professional development activities directly connected to student success and the faculty member's instructional responsibilities.

### **Eligibility**

Qualifications: Applicants must be employed currently as a part-time faculty member in the Radow College.

Preference: Preference is given to applicants who have not received support from this program over the last year.

Limit: There is a limit of one award per faculty member per fiscal year.

### **Allowable Expenses**

Funding Limit: \$500

Fundable Activities: Funding may be requested to support professional development activities directly related to the faculty member's instructional responsibilities. Examples include attendance / presentation at a workshop or conference, such as [USG's Teaching & Learning Conference](#) or [Georgia Southern's SoTL Conference](#); purchase of items that have clear professional, instructional, and/or student success purpose; and participation in special teaching activities. This fund does not provide support for presentation / publication of research (SCA).

### **Application Procedure**

Procedure: Applicants must complete the application form and route it through DocuSign to obtain the signature of their chair/director. Completed applications should be emailed to Greg Paul ([gpaul11@kennesaw.edu](mailto:gpaul11@kennesaw.edu)).

Attachments: If making purchases, applicants should work with their department staff members to obtain confirmation the purchase is an allowable expense, per KSU and USG policy. Documentation of the confirmation must be included with the application.

### **Award Process**

Applications will be reviewed on a rolling basis as funds remain. Requests for funding will be accepted through Friday, January 23, 2026.

### **Funding Expenditure**

Awarded funds must be expensed during the fiscal year in which they are given, must align with all college and university policies, and meet all spending deadlines.



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**Request for Funding**

Name: KSU ID:

Position: Email:

School / Department:

Director / Chair:

Amount Requested:

Please describe the activities that are part of this request for funding (max 100 words).

Please describe how the activities directly support professional development in instruction. (Max 150 words)

Itemized Budget:

Item	Expense	Explanation (If Needed)
Total		

\_\_\_\_\_  
Applicant's Signature & Date

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Chair/Director's Signature & Date