

October 3, 2025

From: Karen Marrongelle, Provost and Exec. Vice Chancellor for Academic & Student Affairs
Turan Kayaoglu, Associate Vice Chancellor for Faculty Affairs

To: Deans and Auraria Library Director
Tenure-Track Faculty

CC: Kenneth T. Christensen, Chancellor

Re: Tenure-Track Professional Development Grant (\$20,000) for AY 25-26

The CFDA's Tenure-Track Professional Development Grant, supported by the Office of the Provost, are open to all Tenure-Track professional faculty. Tenure-Track faculty are integral to the CU Denver community and mission. By supporting the professional development of Tenure-Track faculty, we help ensure CU Denver students receive an outstanding quality of education while moving closer to achieving the ambitious goals set out in the 2030 Strategic Plan.

The total amount of available funding for AY 25-26 is \$20,000 allocated to Tenure-Track professionals support in the Provost's Roadmap. This marks the second year in which Tenure-Track Professional Development Funds will be managed via CFDA.

Criteria: Does your proposal meet each of these criteria?

Travel/Conference/Courses

1. Proposed travel and conference/course/webinar should be directly linked to your position or your field of study in the areas of teaching or work on campus.
2. Faculty are limited to \$1000 per academic year in travel/conference funding.
3. Funding cannot be given for an event that is also being submitted for salary advancement.
4. If the proposal is for a course, the course must have direct applicability to your teaching/field of study/position.
5. Only one course outside of colleges/universities (i.e. tuition based courses) should be proposed as this funding does not cover college tuition. Course may be from educational organizations.
6. Please see examples at the end of this reference page of appropriate activities.

The above list is not all inclusive. Please see the [Application Rubric](#) for more information.

Reach out to cfda@ucdenver.edu with questions regarding eligibility or funded activities.

Examples of Activities that can be funded by Tenure-Track Professional Development Grants

Instructional Improvement Activities include:

- Attend professional conferences/workshops
- Take a short-term class
- Develop new instructional skills
- Improve course delivery
- Make significant modification of a course to address the learning needs of diverse populations
- Explore alternative instruction methods
- Visit sites related to your program and/or areas of responsibility
- Participate in wellness activities that assist you with your physical and/or mental ability to better perform your job (e.g. stress reduction, self-defense, nutrition, exercise programs, weight reduction).
- Instruction on how to incorporate more technology into your lessons.

Institutional Improvement Activities include:

- Attend workshops on how to mentor students, staff or faculty
- Attend workshops or activities that are designed to improve or enhance your skills or knowledge in your discipline
- Participate in disaster preparedness courses (first aid, district procedure, review of facilities needs, etc.)

Student Improvement Activities Include:

- Attend training in classroom research techniques
- Participate in student orientation programming or classes
- Participate in institutional research focused on meeting the needs of students

Instructions for Completing the Travel and Tenure-Track Professional Development Fund Request

Please complete and submit your application at least one month before travel. If the event has already passed, your application is approved, and you are looking for travel reimbursement, we will need a signed document from your Chair stating the approval of the reimbursement after the fact.

Once the proposal is approved, you will need to submit the documentation via email to the CFDA at CFDA@ucdenver.edu.

At this time, the CFDA is not supporting international travel requests.

Application Instructions

- I. Funding Source
 - a. If you are requesting funding, please indicate where the matching funds will be coming from. Please provide departmental approval match, or your application will be considered incomplete.
- II. Selecting Appropriate Request
 - a. In the application, provide a title for your activity and select the type of activity.
 - b. For example, choose “Travel/Conference” if you are attending a conference that includes/does not include travel; select “Event/Training” if you are attending a non-conference event, or proposing an event such as a campus-wide professional development activity; “Project” if you are requesting compensation for a departmental/campus wide project; “Other” for any other request. You will need to submit a short, supplemental statement that explains why you chose “Other”.
- III. For Travel/Conference Expenses Only
 - a. Please submit the following information in your proposed budget:
 - i. Flight costs
 - ii. Hotel costs
 - iii. Round trip mileage if applicable. You must submit a mileage map showing the distance from the airport to your destination.

- iv. Any meals that are not provided at the conference. If you are unsure, please email us at CFDA@ucdenver.edu for more clarity.
 - v. Department match confirmation
- IV. Approval signatures
 - a. Please obtain the departmental approval signature forms before submitting your application. Your application will be considered incomplete without the submission of these forms, and may or may not be considered in the review process.
- V. Written Sections
 - a. Section 1: Overview
 - i. Describe the nature of your proposal and provide all the information needed for the committee to understand your activity.
 - b. Section 2: Goals
 - i. Please refer to our strategic goals to complete this section, linking your proposal to how it meets CU Denver's strategic goals.
 - c. Section 3: Outcomes and Deliverables
 - i. Please indicate in this section of what the general results of engaging in your proposed activity will be. This might include dissemination of information, increased motivation, developing new skillset, engaging in topics of interest etc. Please indicate the deliverables by stating how your proposal will produce results. This can include new materials, updates to curriculum, evaluations, or other data.
- VI. Application Deadline
 - a. First Round: October 24th Close
 - b. Anticipated Distribution: November 15th
 - c. Second Round: January 24th Close
 - d. Anticipated Distribution: February 2nd

Recipients must submit a report (max 300 words) to the CFDA within one month of the conclusion of their funded project (no later than June 30th) describing the use of funds, the outcomes achieved, and a final itemized budget.

Following each application cycle, the selection committee will compile a summary report listing funded recipients, projects and associated selection criteria scores, along with any potential challenges or concerns encountered during the selection process. This report should be submitted to the CFDA within two weeks of the committee's final meeting. The CFDA will acknowledge receipt of the committee's report and respond in writing to any noted issues or concerns. By the end of the academic year, the CFDA will compile the selection committee reports and responses

along with a synthesis of recipient-reported outcomes to date and will submit a final report on administration and impact to the Provost.

The Provost will determine future fund allocations based on impact of the funds and the university's budgetary circumstances.