

## Junior Faculty Development Fund

### Description and Guidelines

The CDM Junior Faculty Development Fund supports full-time CDM faculty members at the Instructor or Assistant Professor level with individual career advancement endeavors. The fund typically has \$15,000 available each year to support activities that enhance professional development and support faculty in their responsibilities and roles at CDM. The fund is designed to provide support when Divisions or Sections are unable, or only partially able, to fund these activities. Combining funding sources is encouraged (see page 2 of the application form).

### Eligibility and Fundable Activities

All CDM full-time Instructor- or Assistant Professor-level faculty members are eligible to apply.

Only activities that promote faculty development—those geared toward enhancing an individual's skills, knowledge, and ability to teach or perform other administrative, service, or research duties at CDM—will be eligible. Applicants must describe in detail the activity to be funded and clearly explain the expected impact. *The application, therefore, should include as much detail as possible about the activity and how it will support the applicant's goals.*

Examples of activities that can be supported are training programs, workshops, online courses, webinars, enrichment conferences, etc., that will enhance professional development and support a faculty member's work at CDM. This fund *can* support general research training (e.g., attending a seminar in clinical or educational research methodology, or a workshop on research writing, etc.), but will *not* support pilot/seed funding for actual research projects; the latter is funded by a separate initiative, the CDM Faculty Research Grant Awards administered through the College's Office of Research.

### Funding Distribution and Application Submission Deadlines

*Each individual award will be up to \$2,000.*

Funds will be distributed twice a year for activities that take place within the following timeframes/cycles:

- *Cycle 1:* July 1 – December 31 (Application deadline: **November 1**)
- *Cycle 2:* January 1 – June 30 (Application deadline: **March 15**)

All funds are provided as reimbursement and all standard University travel and expense guidelines must be followed.

*New this year: Applicants selected for funding will need to provide a brief (1- to 2-page) report on the training they received within 1 month of completing the funded activity.*

## Application Process

Complete the application form posted on <https://www.dental.columbia.edu/faculty/faculty-development/initiatives-programs-and-events/junior-faculty-development-fund>. Please attach information from the sponsoring organization (and/or include an active hyperlink) that clarifies the nature of the workshop or seminar, etc. If attending a conference for enrichment, specify as clearly as possible what activities you expect to attend while at the conference, and provide descriptions of these activities from the sponsoring organization.

Email the application form and any attachments as a single PDF document to [cdmfacultydevelopment@cumc.columbia.edu](mailto:cdmfacultydevelopment@cumc.columbia.edu) by one of the two deadlines provided above, using “CDM Junior Faculty Development Fund” as the subject line.

## Decisions

Decisions will be based on the merit of the application, judged by an *ad hoc* panel of senior faculty members. Applicants will be notified about their applications’ standing 4-6 weeks after the submission deadline.

## Questions?

If you have any question, please email [cdmfacultydevelopment@cumc.columbia.edu](mailto:cdmfacultydevelopment@cumc.columbia.edu).