2025-2026 Application: Kenan Fund for Faculty Development, New York Faculty Council

Please carefully read “Call for Kenan Faculty Development Fund Application for NYC Full-TimeFaculty” at the end of this document and Kenan Policies and Procedures on the [NYFC Kenan website](https://www.pace.edu/nyfc/about-us/committees/kenan-faculty-development) and fill out the application below.

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| **APPLICATION BASIC**  |
| **Fall application due: November 3, 2025** | **Spring application due: March 31, 2026**  |
| For faculty development activities **between July 1, 2025, and January 31, 2026** | For faculty development activities **between January 1, 2026 and June 30, 2026** |
| **Email** your application with the necessary signatures and supporting documents in **a single pdf file** to:  | **NYC Kenan FD Committee Co-Chairs – Meng Xu at** **mxu@pace.edu** **and/or Freddy Huang at** **fhuang@pace.edu** |
| The subject line of the application email should contain: | ***KENAN-NYC–Your last name*** |
| The reimbursement request to the provost office due: | **August 31, 2026** |
| **APPLICANT INFORMATION** (**Do not abbreviate**) |
| Name |       | Rank |       |
| Campus Base |       | Full-Time (Y/N) |       |
| School |       | Department |       |
| Email  |       | U# |       |
| **ACTIVITY** (**Do not abbreviate**) |
| For what developmental activity is the Kenan fund requested (e.g., attend a workshop, present a paper at a conference, attend a convention for enrichment, etc.)? Do not use a weblink.  |
|       |
| Sponsoring Organization  |       |
| Location of Activity |       |
| Dates of attendance (e.g., 09/1/25 – 09/05/25) |       -  |
| What is (are) your role(s)? Check below: |
| Presenter [ ]  Moderator [ ]  Officer [ ]  Panelist [ ]  Attendee [ ]  Other [ ]  - Describe:       |
| Describe how the activity will contribute to your development. For example, for a workshop, indicate how it will enhance your teaching. For a presentation, describe how your presentation will develop you as a faculty. For conference attendance, explain the activities or presentations you plan to attend and their developmental impact. |
|       |
| **SUPPORTING DOCUMENTS** |
| Attach supporting documents at the end of this application form in a single pdf file (e.g. flyers, brochures, convention program details, a letter of acceptance with the paper title, or an explanation of its absence for presentations). If you plan to attend a workshop, a seminar, or a conference for enrichment, attach its description. **Weblinks are not accepted.** See below.  |
| If you are a presenter, the acceptance letter is highly recommended. Check below. (1) Are you attaching the acceptance letter addressed to you as a presenter (letter, email correspondence, etc.)?  Yes [ ]  No [ ]  - If not, explain why.       (2) What do you present? Paper [ ]  Poster [ ]  Book [ ]  Proposal [ ]  Abstract [ ]  Essay [ ]  Other [ ]  - Describe:       (3) What is the **title** of the paper, poster, abstract, etc.?      Are you attaching other supporting documents? Yes [ ]  No [ ] Confirm that you submit the supporting documents with this application **in a** **single pdf file.** Yes [ ]  No [ ]   |
| **BUDGET**  |
| Specify the hotel rate and the number of nights, the mode of travel, etc. Check with the University on the per diem maximum for meals and the current auto mileage rate. For unusually high charges such as high registration fees or hotel costs, supporting documentation can help the Committee. |
| Departure date |       | Return date |       | Number of nights at the hotel |       |
| Hotel rate | $      | Travel mode (e.g., plane, car, bus, train) |       | If a car, the number of miles |       |
| **ITEMIZED BUDGET** |
|  | **Items** | **Amount** |
|  | Transportation (plane, car, etc.) | $      |
|  | Local travel (e.g., travel to the airport) | $      |
|  | Lodging (If part of registration, indicate.) | $      |
|  | Meals/gratuities (If part of registration, indicate.) | $      |
|  | Registration fee | $      |
|  | Workshop fee | $      |
|  | Other 1 (specify) |       | $      |
|  | Other 2 (specify) |       | $      |
|  |  | Total amount | $      |
| **REQUESTED AMOUNT** |
| Have you applied for funding to your department/school? If YES, how much of the total amount will be funded by your department/school? If NO, explain why not. | Yes [ ]  - How much:      No [ ]  - Explain:       |
| What is your net request from the Kenan funds? | $      |
| Did you receive a grant from Kenan **in the last five semesters**?  | Yes [ ]  - Total grant(s) received:      No [ ]  |
| **SIGNATURES** |
| **Applicant’s Signature** |  | Date |  |
| **Department Chairs**: Signature indicates an awareness of this application, including plans to miss class. |
| Name |  | Title |  |
| Signature |  | Date |  |
| **Deans:** Signature indicates an endorsement of the application but does not guarantee funding.  |
| Name |  | Title |  |
| Signature |  | Date |  |
| **KENAN COMMITTEE ONLY** |
| Kenan Chair Signature |  | Date |  | Award |  |
| Provost Signature |  | Date |  |  |  |
| Committee Use |  |  |  |   |  |

Call for Kenan Faculty Development Fund Application for NYC Full-Time Faculty

[NYFC Kenan website](https://www.pace.edu/nyfc/about-us/committees/kenan-faculty-development)

# PURPOSE

The Kenan Faculty Development fund purports to provide financial support for individual “faculty development” activities to full-time faculty. The Committee generally has $15,000 - $30,000 available per academic year to fund the activities. The amount is split approximately equally between the Fall and Spring semesters. **If your Department or School can support the activity, please, first request funding from your Department or School before applying for the Kenan fund.** The Committee is willing to join the Department in funding the activity. A space on the application form permits this combination of funding sources. **Note: The awarded amount may differ from the requested amount, depending on the number of applications during an application cycle.**

# SCOPE

The Committee welcomes faculty development activities for the enhancement of faculty knowledge, skill, and ability to teach a course. Please note that faculty development activities that are made necessary due to changes to your program, core curriculum, or specific course are beyond the scope of the Kenan fund.

The faculty developmental activity should be active in nature, and its developmental impact on the individual should be clearly demonstrated in the application. Please attach supporting documentation of information from the sponsoring organization, which clarifies the nature of the activity. For example, in case of conference attendance for enrichment purposes, describe what specific activities or events you plan to attend at the conference. In a paper presentation, the Committee recognizes its active nature and thus, expects an acceptance letter with the paper title. Note that the Scholarly Research Committee provides grants for research presentations.

# PRIOR FUNDING HISTORY

An applicant’s prior funding level from the Kenan funds is also considered. A three-year running total is considered to assure that the funds are available to as many faculty as possible. Note that the Committee seeks to be as fair as possible in making its judgments of prior funding.

# FUND DISBURSAL PROCESS

After the Committee approves the Kenan grant application, it forwards the list to the Provost for final approval. If approved for a Kenan grant, you will receive a grant letter from the Provost’s Office. Please remember that the Committee only approves a budget and the intended purpose of the activity. To obtain reimbursement or an advance for granted Kenan funds, you should fill out the appropriate expense form (often a travel and expense form) following the instruction in the grant letter from the Provost’s Office. You need to submit your reimbursement request by August 31 of the academic year. Contact the Provost Office (Associateprovost@pace.edu) with any questions about the reimbursement process.

# UNUSED FUNDS

Note that the granted fund can only be used for the purpose indicated in the application. If the purpose changes, you must reapply. If you can’t use the funds before August 31 of the year, you should notify the Committee’s co-chairs (Meng Xu at mxu@pace.edu and Freddy Huang at fhuang@pace.edu), so that the funds can be reallocated and your three-year running total of grants is correct.

# KENAN FUND IN THE FACULTY HANDBOOK (p52-53)

The earned income from a grant of $300,000 donated by the William R. Kenan, Jr. Charitable Trust may be used for the purpose of faculty development. Since the income is a function of the actual rates of return on the fund's investments, the amount available for faculty development will vary each year. The Office of the Comptroller will provide the Provost with an estimate of expected income at the beginning of each academic year. Unused funds are carried over from year to year.

The income (less an annual expenditure for administrative costs) will be used for the following purposes:

Kenan Awards for Teaching Excellence;

Workshops, seminars, and special courses for faculty development

Travel to conventions and professional meetings above and beyond College or School budgets;

Texts and materials for course development; and

Post-doctoral courses, particularly those which would enhance the effectiveness of faculty in the classroom;

*Processing of Applications.* Faculty members requesting support from this fund must complete the official application form. After approval by the chairperson and Dean, the application is submitted to the chairperson of the local Kenan Committee. There are three such committees in the University: School of Law, New York, and Westchester. Approval forms are then submitted to the Office of the Provost. That Office will also notify faculty members of their awards and request checks as needed. The faculty member is required to provide documentation for his/her expenses before reimbursement can be made, although in some cases, an advance may be authorized.