

Kenan Application Process and Deadline for NYC Full-Time Faculty

(Application Form available at [Kenan page](#) on NYFC website)

The Kenan fund provides support for individual "faculty development" to full-time faculty. The committee generally has \$20,000 - \$25,000 available per year to fund activities. The amount is split approximately equally between the Fall and Spring semesters. If a Department/School can fund an endeavor, the faculty member should *start by requesting funding from their Department/School* and not apply to the committee though the committee is willing to join with a Department/School in funding an activity. A space on the application form permits this combination of funding sources.

The committee welcomes faculty development, geared to the enhancement of an individual's knowledge, skill, and ability to teach a course. Development made necessary by changes to a program, core curriculum or specific course is outside the scope of the committee's ability to fund. In reviewing applications, the committee prefers that the developmental activity be clearly active in nature and that its developmental impact on the individual be made clear. These two components of the committee's standards are interrelated and can generally be demonstrated by the applicant showing specifically what he or she is doing and how that activity is developmental. Research grants are provided by the Scholarly Research Committee.

For example, the committee prefers that applicants attending a conference for enrichment specify as clearly as possible what activities they expect to attend while at the conference. Descriptions of these activities from the sponsoring organization are an important component of this assessment and should be attached. In the case of paper presentations, the committee recognizes the inherently active nature of these presentations but does expect an acceptance letter, with a paper title, so that funds are not allocated before a paper is accepted. In all cases, information from the sponsoring organization, which clarifies the nature of a workshop, training seminar, and the like, should be attached.

An applicant's prior funding level from Kenan is also considered. A three-year running total is used to assure that developmental funds are available to as many faculty as possible though the committee always seeks to be as fair as possible in making judgments of prior funding.

Applications (including approval signatures of your chairperson and dean) for the current semester meeting are due by the date noted below. **The application should be e-mailed to Anna Shostya (ashostya@pace.edu) in one pdf file, named KENAN-NYC-Your last name and with the same e-mail subject line. Please make sure your material gets through the sign-off process before it reaches Kenan.** We do try to be as understanding as possible in emergencies, though it is always best to get the signatures wrapped up first. Keep a copy of the application for your records.

Fall Semester Deadline: October 27, 2023

(for faculty development activities between July 1 and January 31)

Spring Semester Deadline: April 1, 2024

(for faculty development activities between January 1 and June 30)

Applicants will be notified around four weeks after this date of their application's standing. Please remember that the committee only approves a budget and purpose. If you receive approval, all standard travel and expense guidelines must be followed and any request for advance or final payment must be submitted to the Provost's office. Contact Anna Shostya (ashostya@pace.edu) with any questions you may have.