



**University at Buffalo**  
*The State University of New York*

## Educational Opportunity Center

### **Lorna Arrington Faculty Development Incentive (LAFDI) Guidelines**

**Introduction:** The University at Buffalo Educational Opportunity Center (UBEOC) has established an incentive award to support professional development efforts of UBEOC faculty. The Lorna Arrington Faculty Development Incentive (LAFDI) honors Ms. Arrington's years of service to the UB Educational Opportunity Center and her commitment to excellence in teaching for UBEOC students.

**Incentive Award:** The amount of the incentive available is \$100.00 (One hundred dollars). The incentive must be used within one year of the date of the award.

**Awardee Responsibility:** The recipient of the LAFDI is required to provide a presentation to the UBEOC faculty and staff on the professional development activity supported by the incentive.

**Application Process:** The UBEOC Honors and Awards Committee will issue a call to accept proposals from faculty members requesting support for professional development activities or opportunities within the members' areas of discipline, the occupational area in which he or she teaches at UBEOC, or the field of adult education. Applications must be submitted by the deadline designated by the Honors and Award Committee. Incomplete applications will not be considered.

**Application Review:** Applications will be reviewed by the LAFDI Committee (a subcommittee of the Honors and Awards Committee). These reviews will be based on the following criteria: (1) the degree of specificity to adult education, (2) the degree to which the activity will enhance the faculty member's knowledge of her/his discipline, field of study and/or adult education, (3) the level of geographic influence/impact (preference given to regional, state and national events), (4) the level of anticipated participation in the professional development activity (preference given to conference presentations, including workshops and seminars), and (5) the degree to which proposed activity/new knowledge aligns with UBEOC institutional goals or needs.

**Award Announcement:** The Honors and Awards Committee has been designated by the UBEOC Executive Director to announce the LAFDI award recipient.



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**Lorna Arrington Faculty Development Incentive  
Application**

This application must be completed for consideration for a Lorna Arrington Faculty Development Incentive (LAFDI) award. Please review the criteria for the LAFDI before completing the application. Please follow the instructions carefully and return the completed form by the deadline indicated.

**PART A: APPLICANT INFORMATION**

Applicant's Name \_\_\_\_\_

Title/Rank \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Program: \_\_\_\_\_

**PART B: PROPOSAL INFORMATION**

Date of proposed activity:      From: \_\_\_\_\_ To: \_\_\_\_\_

Activity Title \_\_\_\_\_

(List the name of conference, seminar, workshop etc.)

Briefly describe (in 250 words or fewer) the proposed activity and its relationship to your discipline, occupational area in which you teach, or the field of adult education.

**PART C: SUPPORT REQUESTED**

Cost of Activity \_\_\_\_\_ Amount Requested \_\_\_\_\_

Other Sources of Support Identified \_\_\_\_\_

I have read the LAFDI guidelines and understand that only documented expenditures pursuant to the procedures described in those guidelines and approved by the UBEOC Honors and Awards Committee designated by the UBEOC Executive Director will be reimbursed. I understand that expenditures will be reimbursed subject to the New York State Comptrollers Rules and Regulations. I understand that any changes to this activity must be approved by the Honors and Awards Committee. I understand that if I receive this incentive award I am required to provide a presentation based the LAFDI supported activity to the UBEOC faculty and staff.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Please email applications to Ms. Heidi Galan-Honrado, Chair, UBEOC Honors and Awards Committee at [hg33@buffalo.edu](mailto:hg33@buffalo.edu) Applications must be received by April 3, 2017. Applications received after that date will not be considered.