

THREE STEP GUIDE

How to Ask for ASEE Professional Development Funding

ASEE's professional development courses are an excellent way to gain the knowledge and tools you need to advance your career in engineering education. ASEE's professional development courses provide great value to engineering educators in academia, and through ASEE Learning many institutions will pay for their educators to participate in external professional development opportunities.

Are you interested in participating in an ASEE Learning course and wonder if your institution will financially support your participation? Ask them! If you prepare your ask ahead of time, state your reasoning carefully, and clearly explain the benefits, you have a great chance of getting your request approved. Follow the steps below to make the best ask possible.



STEP ONE

Create a List of Potential Sponsors

There are several potential sponsors at your institution that could fund a partial amount or the total amount of the course fee. Consider the following groups who may sponsor your professional development:

1. Dean's Office
2. Department Chairs
3. College of Engineering
4. Academics Department
5. Office of Faculty Development & Advancement
6. Center for Engineering Education Research
7. Accreditation and Quality Assurance Office
8. Department of Teaching and Learning
9. Human Resources
10. Office of Equity and Diversity
11. Principal Investigator of a Grant You Are Associated With

STEP TWO

Make Your Approach

There are two ways to make your approach to ask for funding. The first option is to set up a meeting through email with your first potential sponsor. The second is to make the ask directly over email. Detailed information about all ASEE Learning courses can be found at learning.asee.org.

OPTION ONE

Set Up a Meeting

1. Send an email to arrange a meeting with a potential sponsor.

Email Text

To: [Potential Sponsor Email]
Subject: Valuable ASEE Learning Opportunity

Text:

Hello [Potential Sponsor Name],

I just was informed of an opportunity for professional development with ASEE Learning, through the American Society for Engineering Education. I am really excited about this course and would love to chat with you about it briefly. Can we connect by phone, or can I stop by your office for a couple minutes on [specific date and time]?

I look forward to hearing from you!

Thanks,
[Your Signature]

2. Get prepared to discuss this opportunity with your potential sponsor. Consider the following:

- Why are you excited about participating in an ASEE Learning course?
- What is the course about?
- What are the benefits of the course?
- What are the outcomes of the course?
- What will you bring back to your institution to share with colleagues?

OPTION TWO

Send an Email

Send an email to a potential sponsor making the ask.

Email Text 1: *The text below is for ASEE's DELTA Future Faculty Institute*

To: [Potential Sponsor Email]

Subject: Professional Development Opportunity: ASEE DELTA Future Faculty Institute

Text:

Hello [Potential Sponsor Name],

I recently learned about the DELTA Future Faculty Institute, a professional development course offered by ASEE Learning, through the American Society for Engineering Education, that I believe I would benefit greatly from. I am wondering if your [department/office/center] would be willing to support my participation in the program to showcase our commitment to [insert value from institution's mission statement].



This course prepares graduate-level students and individuals in industry to navigate the faculty application process and positively launch a faculty career. I believe this course is a great professional development opportunity for me because it clarifies information on types of engineering faculty positions and teaches how to navigate the faculty application process (including preparing an application package, interviewing, and negotiating). I think I would benefit greatly from this program. I would like to take advantage of this program to maintain our university's mission of [insert your institution's mission statement].

The course fee is [\$300 if your institution is an ASEE Member/\$350 if your institution is not an ASEE Member].

Thank you in advance for your consideration and I look forward to hearing from you.

Sincerely,
[Your Name]

Email Text 2: The text below is for ASEE's DELTA New Faculty Institute

To: [Potential Sponsor Email]

Subject: Professional Development Opportunity- ASEE DELTA New Faculty Institute

Text:

Hello [Potential Sponsor Name],

I recently learned about the DELTA New Faculty Institute, a professional development course offered by ASEE Learning, through the American Society for Engineering Education, that I believe I would benefit greatly from. I am wondering if your [department/office/center] would be willing to support my participation in the program to showcase our commitment to [insert value from institution's mission statement].

This course prepares new engineering faculty members to successfully launch their classrooms and careers, while effectively preparing engineering leaders of tomorrow. I believe this course is a great professional development opportunity for me because it teaches evidence-based teaching tools to enhance student learning, guides development of a career plan in alignment with our institution's mission and provides the opportunity to engage with a network of professionals both within and outside of our university. I think I would benefit greatly from this program. I would like to take advantage of this program to maintain our university's mission of [insert your institution's mission statement].

The course fee is [\$750 if your institution is an ASEE Member/\$850 if your institution is not an ASEE Member].

Thank you in advance for your consideration and I look forward to hearing from you.

Sincerely,
[Your Name]

STEP THREE

Follow Up

- If you did not receive a response: follow-up confirming that the potential sponsor received your email.
- If your sponsor said "yes" and is willing to sponsor you: Send a response email thanking the sponsor and determine if they will pay your registration fee directly or if they will reimburse you.
 - Registration for Future Faculty Institute can be found at https://learning.asee.org/course_catalog/delta-future-faculty-institute/
 - Registration for New Faculty Institute can be found at https://learning.asee.org/course_catalog/delta-new-faculty-institute/
- If your sponsor said "maybe" and isn't yet sure if they can sponsor you: Send a response email thanking them for their consideration and ask what additional information they require to approve the sponsor request.
- If your sponsor said "No, thanks" they are not able to sponsor you: Send them a response email thanking them for their time and be sure to include information about other ASEE Learning Courses to have them get familiar with the program for a future ask. Proceed to repeat the process with the next potential sponsor.

