

Faculty Learning Communities Funding Process

What is an FLC?

A Faculty Learning Community (FLC) is a cross-disciplinary faculty and staff group of 8 to 12 members engaging in an active, collaborative, yearlong program with a curriculum about enhancing teaching and learning and with frequent seminars and activities that provide interdisciplinary learning, development, the scholarship of teaching and learning, and community building.

Where can I find information and forms to participate?

- Faculty Learning Community Funding Request Form
(Use this link [FLC Funding Request Form – Fill out form](#))
- FLC Facilitators Teams Channel
(Use this link [General | FLC Facilitators Microsoft Teams](#))

How does it work?

STEP 1: Submit Request

FLC Facilitators must submit the FLC Funding Request at least two weeks before any expense or event.

STEP 2: Approval

The Funding Request is reviewed and the Designated FLC facilitator is emailed with instructions based upon the funding source.

STEP 3: Spend Money, Save Documentaion & Reciepts

As the event/seminar/webinar/purchase approaches, coordinate your details from travel to catering to ordering food/promo items and ensure that receipts are kept for any purchases.

STEP 4: Submit Documentation

- Submit documentation through [Workday](#), immediately following purchase for related costs (travel, purchase of goods and services).
- Forward any completed Catering Service Orders to [Melissa Thomas](#).
- Submit documentation through the SU Foundation immediately following the expense, including an email approving the expense, in [Blackbaud](#).