



Conference Attendance Justification Kit

33rd Annual HBCU Faculty Development Network Conference

"Strengthening Excellence at HBCUs: Developing Faculty, Staff, and Academic Leaders for What's Now and What's Next"

**Renaissance Charlotte SouthPark Hotel
Charlotte, North Carolina**

October 29–31, 2026

PURPOSE OF THIS KIT

Use the stakeholder-specific language in this kit to support requests for institutional travel approval, professional development authorization, and conference attendance. The language connects participation to job responsibilities, institutional priorities, student success, and practical application after the conference.

Choose the section that best matches the attendee's role and adapt the language to the institution's priorities.

ATTENDANCE CASE

Why this conference merits institutional support

The 33rd Annual HBCU Faculty Development Network Conference is designed around the professional development of faculty, staff, and academic leaders at HBCUs. Its theme centers the work institutions must do now while building capacity for what comes next. The multi-day format combines concurrent sessions, plenary learning, networking, and opportunities to exchange practices with colleagues from across the HBCU community.

Conference at a glance

Conference	33rd Annual HBCU Faculty Development Network Conference
Theme	Strengthening Excellence at HBCUs: Developing Faculty, Staff, and Academic Leaders for What’s Now and What’s Next
Location	Renaissance Charlotte SouthPark Hotel, Charlotte, North Carolina
Dates	October 29–31, 2026

What an attendee should expect to bring back

- Practical strategies that can be adapted to the attendee’s home institution.
- Current perspectives on teaching, learning, leadership, faculty/staff development, institutional effectiveness, and student success.
- Peer connections that can support future collaboration, benchmarking, and resource sharing across HBCUs.
- Concrete ideas for translating conference learning into department, program, unit, or campus-level action.

STAKEHOLDER-SPECIFIC JUSTIFICATION

Faculty

Suggested travel / attendance justification

I am requesting institutional support to attend the 33rd Annual HBCU Faculty Development Network Conference in Charlotte, North Carolina. The conference directly supports my responsibilities as a faculty member by providing access to current practices, peer learning, and HBCU-centered strategies that can strengthen teaching, student engagement, scholarship, and service. I will use the experience to identify approaches that can be adapted within my courses, department, and institution and will share relevant resources and takeaways with colleagues following the conference.

WHAT ATTENDANCE DELIVERS

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|----------|---|
| 1 | Strengthen Teaching and Learning
Gain practical ideas and evidence-informed approaches that can be adapted to improve teaching effectiveness, student engagement, and learning experiences. |
| 2 | Stay Current on Higher Education Practice
Engage with emerging issues, instructional approaches, and institutional priorities affecting faculty work and student success at HBCUs. |
| 3 | Advance Faculty Development
Use conference sessions as focused professional development that supports growth in teaching, scholarship, service, leadership, and institutional contribution. |
| 4 | Collaborate with Faculty Across HBCUs
Connect with peers to exchange practices, compare approaches, share resources, and identify opportunities for continued collaboration. |
| 5 | Bring Actionable Ideas Back to Campus
Return with strategies and resources that can be shared with colleagues and applied within courses, programs, departments, and faculty development efforts. |

Optional local adaptation: Add one sentence naming the unit, strategic priority, course, program, initiative, or student-success goal that this conference will directly support.

STAKEHOLDER-SPECIFIC JUSTIFICATION

Professional Development Professionals

Suggested travel / attendance justification

I am requesting institutional support to attend the 33rd Annual HBCU Faculty Development Network Conference as part of my professional development responsibilities. The conference provides direct access to practices, peer models, and HBCU-specific perspectives that can inform the design and delivery of faculty and staff development at my institution. I will use the conference to identify transferable strategies, strengthen professional networks, and bring back resources that can support programming, capacity building, and institutional priorities.

WHAT ATTENDANCE DELIVERS

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|---|---|
| 1 | Strengthen Professional Development Practice
Identify approaches that can improve the design, delivery, and assessment of faculty and staff development initiatives. |
| 2 | Expand Strategic Thinking
Gain perspectives that help connect professional development programming to institutional goals, workforce needs, student success, and organizational effectiveness. |
| 3 | Build a Stronger HBCU Professional Network
Develop relationships with peers who can serve as collaborators, thought partners, and sources of models or resources after the conference. |
| 4 | Identify Transferable Campus Practices
Gather ideas that can be adapted for workshops, learning communities, onboarding, leadership development, teaching support, and other campus initiatives. |
| 5 | Increase Institutional Return on Professional Development
Translate conference learning into resources, programming, and recommendations that extend the value of attendance beyond the individual participant. |

Optional local adaptation: Add one sentence naming the unit, strategic priority, course, program, initiative, or student-success goal that this conference will directly support.

STAKEHOLDER-SPECIFIC JUSTIFICATION

University Administrators

Suggested travel / attendance justification

I am requesting institutional support to attend the 33rd Annual HBCU Faculty Development Network Conference because the program is directly relevant to academic leadership, faculty and staff development, institutional effectiveness, and student success. Participation will provide opportunities to examine practices being used across HBCUs, engage with peers facing comparable institutional challenges, and identify strategies that can inform decisions and priorities at my home institution. I will return prepared to share relevant practices, resources, and partnership opportunities with campus colleagues.

WHAT ATTENDANCE DELIVERS

1	Strengthen Academic and Institutional Leadership Engage with current approaches to leading faculty, staff, programs, and academic initiatives in environments that require adaptability and coordinated action.
2	Support Better Institutional Decision-Making Use peer examples and conference learning to inform decisions related to faculty development, teaching and learning, leadership, student success, and institutional priorities.
3	Advance Faculty and Staff Capacity Identify strategies administrators can use to better support the people responsible for delivering the institution’s academic mission.
4	Build Strategic Relationships Across HBCUs Connect with administrators and leaders from other institutions to exchange practices, identify potential partnerships, and strengthen cross-institution collaboration.
5	Translate Learning Into Institutional Action Return with ideas that can be evaluated for application within academic units, leadership teams, professional development efforts, and strategic initiatives.

Optional local adaptation: Add one sentence naming the unit, strategic priority, course, program, initiative, or student-success goal that this conference will directly support.

STAKEHOLDER-SPECIFIC JUSTIFICATION

Institutions

Suggested travel / attendance justification

Institutional support for attendance at the 33rd Annual HBCU Faculty Development Network Conference is an investment in professional capacity that can extend beyond the individual attendee. The conference is structured around the development of faculty, staff, and academic leaders and provides opportunities to identify practices, build cross-institution relationships, and bring back ideas that can support teaching, leadership, professional development, institutional effectiveness, and student success. Institutions can increase the return on attendance by asking participants to share relevant resources, recommendations, and implementation opportunities after the conference.

WHAT ATTENDANCE DELIVERS

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|---|---|
| 1 | Strengthen Institutional Capacity
Equip participants with current practices and peer-informed strategies that can support academic and organizational priorities. |
| 2 | Support Student Success
Connect professional development to the quality of teaching, leadership, services, programs, and decisions that shape the student experience. |
| 3 | Advance the Institution's Mission and Strategic Priorities
Help attendees identify ways to align new practices and professional learning with the institution's mission, goals, and areas of focus. |
| 4 | Strengthen Collaboration Across HBCUs
Create relationships that can support benchmarking, resource sharing, partnership development, and collective problem solving. |
| 5 | Extend the Value of Attendance Across Campus
Encourage participants to return with resources, brief colleagues, recommend applicable practices, and identify next steps that make conference learning useful beyond the attendee. |

Optional local adaptation: Add one sentence naming the unit, strategic priority, course, program, initiative, or student-success goal that this conference will directly support.

PLANNING REFERENCE

Schedule at a Glance

Attendee-facing overview for travel approval and planning. Presenter and speaker names are intentionally omitted so they can be added later. Any schedule items still being finalized are clearly marked.

Thursday, October 29, 2026

TIME	ACTIVITY	NOTES
8:00 a.m. – 12:00 p.m.	Pre-Conference	Limited to 50 attendees
8:00 a.m. – 5:00 p.m.	Registration	
9:00 a.m. – 5:00 p.m.	Concurrent Sessions	
6:00 p.m. – 8:00 p.m.	President's Reception	Sponsored by OpenStax

Friday, October 30, 2026

TIME	ACTIVITY	NOTES
8:00 a.m. – 9:00 am	Breakfast Plenary	Time pending
8:00 a.m. – 5:00 p.m.	Concurrent Sessions	
12:00 p.m.	Lunch Plenary	
Time to be confirmed	Author's Corner	

Saturday, October 31, 2026

TIME	ACTIVITY	NOTES
8:00 a.m. – 10:00 a.m.	[Activity to be added]	
12:00 p.m. – 1:30 p.m.	Keynote	
1:30 p.m. – 5:00 p.m.	Concurrent Sessions	
Time to be confirmed	Closing	
5:00 p.m. – 6:00 p.m.	Business Meeting	