

AIM Professional Development Policy

Applied Information Management Program

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The Applied Information Management Program is committed to encouraging and supporting faculty in professional development activities that further the university's academic mission and enhance teaching, scholarship, research, creative activities, service, and equity and inclusion. Career NTTF and tenure-related faculty are eligible to receive or compete for available professional development funds. This policy does not address the expenditure of academic support account (ASA) funds, external grants or awards which have restrictions on use, or endowment funds which have restrictions on use.

Professional development includes, but is not limited to:

- Workshops
- Courses
- Training
- Professional conferences
- Participation in professional organizations related to the faculty member's academic discipline and job duties

The following procedures and criteria govern the allocation of available professional development funds.

- Funds must be available in the AIM fiscal year budget for which support for development activities is requested. Faculty development funds are allocated in the AIM fiscal year budget annually and are dependent upon anticipated fiscal year revenues and expenses. Note that development funds are limited, and may not be available every year.
- Faculty who are seeking support for development activities should submit a request via email to the AIM Director specifying the following:
 - The specific professional development event or offering;
 - The date and location of the event or offering (if applicable);
 - An itemized estimate of the cost of the professional development, including: conference or training registration; professional organization dues; training; materials; travel; hotel; and meals; and
 - The amount of compensation the faculty member is requesting (less than or equal to the estimated cost).
- The AIM Director will review all requests for professional development funding in consultation with the AIM Academic Director and will base the decision for funding on the following criteria:
 - Availability of professional development funds in the fiscal year budget;
 - The extent to which the professional development furthers the faculty member's knowledge and expertise in subject areas in the AIM curriculum; and
 - The extent to which the knowledge and expertise gained through the professional

development activity can be integrated into the faculty member's teaching practice in AIM.

- In the event that more than one request is being considered at the same time, priority will be given to the professional development activity that the AIM Director determines will best enhance the AIM curriculum.
- The faculty member will be notified via email whether the request for professional development funding has been granted.