

## **Policy for Allocation of Professional Development Funds**

### **[Anthropology]**

#### **I. Preamble**

The department and College recognize the importance of encouraging and supporting bargaining unit faculty members in professional development activities that enhance the faculty member's professional life, as well as the university's academic mission. As section 1 of Article 35 of the Collective Bargaining Agreement (CBA) with United Academics states, "Professional development extends, but is not limited, to workshops, courses, professional conferences, and participation in professional organizations related to the bargaining unit faculty member's academic discipline and job duties." 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.

#### **II. Available Funds**

Funds available for professional development activities may come from supplies and services (S&S) funds allocated centrally from the College and other discretionary funds available to the department (e.g., summer session dividends or unrestricted endowment accounts). Professional development support is only one possible use of these available funds, and the department head will determine how much of available funds (if any) will be allocated toward professional development activities in consultation with the faculty, consistent with the unit's internal governance policy.

#### **III. Allocation of Funds**

Disbursement of funds to a faculty member requires a request by the faculty member and then written approval by the Head. Requests will be assessed by the Head on merit (for example, major conferences over minor conferences, presenting at a conference over attending, etc.). Approval only occurs if the faculty member does not have a large amount of uncommitted funds in their Faculty Activity Codes or other available resources that would be appropriate to use for the requested purpose. Providing that the department has sufficient funds, the funding amount that can be disbursed per year will be up to a maximum of \$2,000 per TTF with an additional \$2,000 each for the Department Head and Associate Head, and \$1,000 per career NTTF. All disbursements are dependent on sufficient funds being available. Not all funding requests may be supported.

#### **IV. Distribution and Accounting of Expenditures**

Professional development funds will be distributed as expenditures occur, not transferred into faculty accounts in advance. The department head and department manager will keep updated records on commitments of professional development support to individual faculty members.

Approved by CAS Dean's Office – August 2018

Anthropology will maintain a spreadsheet record of requests and approvals. Requests and approvals will typically be done using a Google docs spreadsheet but may also happen via email communication with the Head or DGS for graduate students. Funds should be used in the fiscal year but can, with a clear plan from the requester and with Head's approval, be allowed to accumulate across more than one year for a major professional expense such as an international conference or research expenditure.