

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

### **Asian Studies Program**

#### **I. Preamble**

The Program 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 program director will determine how much of available funds (if any) will be allocated toward professional development activities, consistent with the unit's internal governance policy and in consultation with the Advisory Board.

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

In consultation with the Advisory Board, the program director will issue a call for applications from faculty for development funds. The allocation of funds must comply with policies and procedures required by the CBA. Both Career NTTF and TTF bargaining unit faculty members are eligible to compete for professional development funds to be used for purposes that relate to their academic discipline and their job duties.

In consultation with the Advisory Board, the Program Director will allocate funding on a competitive basis. Criteria for allocation include (in the following order): academic merits of proposed projects or activities; efficient use of funds; and the extent of contribution to career development.

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

Professional development funds will be distributed as expenditures occur, not transferred into faculty accounts in advance. Generally, funds allocated must be used before the next academic year. The office manager will keep updated records on commitments of professional development support to individual faculty members.