

Professional Development Policy Template

Clark Honors College

May 2, 2017

The Clark Honors College 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.

- Career NTTF, Tenured and Tenure Track faculty in the Clark Honors College may apply for professional development funds of up to \$500 per application to support participation in professional organizations, attending workshops, courses, professional conferences and related activities promoting faculty scholarship, research and creative activities and service. By June 1st, the CHC Dean will determine the total amount of professional development funds available for the next fiscal year based on the projected carry forward from the current fiscal year. Professional development funds may not be available every year.
- Criteria applied as part of the review process include: relevance of activity to faculty member's professional development plans; level of contribution/involvement in activity (attendance, organization, presentation); and impact of previous faculty development awards on faculty member's development. The training and development of junior faculty are prioritized over senior faculty, in order to help maximize their productivity and success during the probationary period. Research and teaching are equally weighted in their value for professional development.
- Applications for professional development will be accepted on a rolling basis. When professional development funds become available, faculty will be notified at least two weeks before proposals are to be reviewed. Submitted proposals will be evaluated by the executive committee according to the priorities above, and they will provide a ranking of the proposals offered. The Dean will allocate Professional Development funding with

consideration of the recommendations of the Executive Committee.