

Policy for Allocation of Professional Development Funds

Chemistry and Biochemistry

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

Career NTTF and TTF are eligible to compete for professional development funds. Short proposals requesting funding should be sent to the Head. The Committee to Allocate Professional Development Funds will work with the Head to evaluate proposals and allocate funding. Any professional development funds given to a faculty member must relate to their academic discipline and their job duties. Because professional development funds are scarce, the committee discourages proposals from faculty members who have received professional development funding in the prior three years. Proposals that support either research or pedagogy are encouraged, and it is anticipated that funding will be distributed approximately equally in each area.

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.

Funds must be spent during the academic year they were allotted and in accordance with standard department and university rules for spending.