

Professional Development Policy

Classics Department

October 12, 2017

The Classics Department 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 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.

The Head of the Department shall disburse funds for attendance at conferences where the TTF or NTTF is presenting a paper, \$300 for a conference within 1000 miles, \$500 for a conference more distant. Faculty are eligible for such awards up to \$500 per annum on a first come, first served basis. 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 funds to individual faculty members.