

College of Education Professional Development Policy

The College of Education is committed to encouraging and supporting faculty professional development activities that further the College and the University's academic missions by enhancing teaching, scholarship, research, creative activities, service, as well as efforts to promote diversity, equity, and inclusion. Career non-tenure track faculty and tenure-related faculty holding a .90 or greater FTE appointment in the college are eligible to receive and/or compete for available professional development funds. This policy does not govern the expenditure of funds from academic support accounts, external grants, or restricted awards and endowments.

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 development of new courses
- The creation of new fields

The following procedures and criteria govern the allocation of professional development funds.

- Faculty professional development awards will be provided by donor funds and must be available within the College fiscal year budget for which support for professional development activities is requested. Faculty professional development funds are allocated annually during the College fiscal year budget and are dependent upon anticipated fiscal year revenues and expenses. Professional development funds are limited, and may not be available every year.
- Faculty who are seeking support for professional development activities will submit an application using the College's on-line application portal for professional development.
 - Applications will be accepted on these deadlines: early January and early June.
 - Faculty may submit only one application per application deadline.
 - Applications for expenses that will be incurred within the next 12 months, or have incurred within the past 6 months, may be funded.
- Applications should include:
 - A brief description of the specific professional development activity;
 - A brief statement about the anticipated outcome(s) (e.g., product, knowledge, skills, etc.) gained as a result of completing the professional development activity
 - Anticipated budget or expenses incurred; and
 - The date and location of the event or offering (if applicable).
- The College Associate Director of Stewardship and Awards Programs and the Associate Dean for Research and Faculty Development will review all professional development funding requests and in consultation with the Dean will base the decision for funding on the following criteria:

- The extent to which the professional development activity advances the faculty member's research productivity and/or teaching quality;
 - Award history; and
 - Availability of professional development funds in the fiscal year budget.
- Funding decisions are at the discretion of the Associate Director of Stewardship and Awards Programs, the Associate Dean for Research and Faculty Development, and the Dean.
- One award per faculty member will be given per fiscal budget year.
- The faculty member will be notified via email within three weeks by the Associate Director for Stewardship and Awards Programs and Associate Dean for Research and Faculty Development whether the request for professional development funding has been granted.