

Policy for Allocation of Professional Development Funds Folklore and Public Culture

I. Preamble

The Folklore and Public Culture Program and College of Arts and Sciences 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." The ability to participate in such activities also plays a role in faculty retention. 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 program (e.g., summer session dividends or unrestricted endowment accounts). Professional development support is only one possible use of these available funds, and the program 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

Disbursement of funds to a faculty member requires a request by the faculty member and then written approval by the Program Director; both TTF and NTTF are eligible to compete for such funds. Requests will be assessed by the Director on programmatic merit and on funding need (for example, presenting at a folklore conference; major conferences over minor conferences, presenting over attending; research and teaching funds needed for teaching a FLR course, etc.). Approval only occurs if the faculty member does not have a large amount of uncommitted funds in their Faculty Activity Codes or other available resources that would be appropriate to use for the requested purpose. Because faculty in Folklore and Public Culture are members of other units, funds will be distributed to support activities directly related to research and activities having to do with the discipline of folklore studies specifically.

Providing that the program has sufficient funds, the funding amount that can be disbursed by the Director per year will be up to a maximum of \$5,000 as a total pool available to all

core tenure-track faculty members of the Folklore and Public Culture Program with an additional \$1,500 for the Program Director, \$3500 for Director of Graduate Studies, and \$2750 for the Director of Undergraduate Studies; \$500 for Folklore career NTTF core faculty with .5 FTE or more in the Folklore Program; and \$500 for Folklore research-active pro tem core faculty with .5 FTE or more in the Folklore Program. Core tenure-track faculty will receive \$500 in their ASA accounts for each FLR summer course that enrolls 30 students or more. All disbursements are dependent on sufficient funds being available, with funding for the directors of Graduate Studies and Undergraduate Studies being of highest priority. Additional funding beyond the maximum limits may be made available upon recommendation of the Director with core faculty approval and following any and all procedures per the Internal Governance Document. Not all funding requests may be supported.

IV. Distribution and Accounting of Expenditure

Professional development funds will be distributed as expenditures occur, not transferred into faculty accounts in advance. The program head and the Department Manager for the Folklore Administrative unit will keep updated records on commitments of professional development support to individual faculty members.

The Folklore and Public Culture Program will maintain a spreadsheet record of requests and approvals. Requests and approvals will typically be done using a Google docs spreadsheet but may also happen via email communication with the Director or DGS for graduate students. Funds should be used in the fiscal year but can, with a clear plan from the requester and with Head's approval, be allowed to accumulate across more than one year for a major professional expense such as an international conference or research expenditure.