

Policy for Allocation of Professional Development Funds

Department of Geography

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 faculty are eligible to compete for professional development funds. The use these funds must relate to the individual's job duties in teaching and research in Geography. Examples of funds used to aid research may be used to purchase data, equipment, or services, or support fieldwork, in the context of starting new projects (and proposals) or completing unfinished projects. An example of aiding teaching is purchasing equipment that provide active-learning experiences. Teaching and research activities will be considered equally important uses of these funds. A lower priority will be given to expenses to attend conferences or outreach to the community or discipline. Such activities should have a clear benefit to professional development.

Prior to the start of the academic year (in early September) the department head will meet with the office manager to set an amount of professional development funds to be awarded over the year. This amount will be communicated to the faculty, along with any stipulations on types of expenses (e.g., travel) given the source of funds. There will be two deadlines each academic year. Round one will have applications due by the end of the third week of fall term; 50% of the funds will be allocated at that time. Round two will have a deadline by the end of the third week of spring term; the remaining funds will be allocated by that time. Faculty will submit applications by email to the department head. Applications should be less than 500 words and explain clearly how funds will be used for professional development activities. The department

head and associate head will review applications and make awards within two weeks of the due dates. Criteria for making awards will be 1) providing a clear benefit to the faculty's and department's teaching and research mission, and 2) leading to a tangible outcome (publications, course materials, etc.) within one to two years. The department head reserves the right to modify the amount available for the spring deadline depending on availability of funds.

Funds in individual's ASA accounts should be either encumbered or spent prior to applying for department professional development funds. Unspent ASA balances without a specified future use will be subtracted from awards to faculty. Proposals should provide a definite timeline of when expenses will occur. Where appropriate, support from the Geography Department should be cited (e.g., in publication acknowledgements).

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. If expenses are not incurred within a 6-month grace period after the proposed timeline, the funds will be forfeited and will re-enter the pool for the next round of applications.