

## **Policy for Allocation of Professional Development Funds**

### **Department of History**

#### **I. Preamble**

The Department of History and the 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." 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**

The Department supports professional development in two ways: first, by supporting travel to scholarly conferences and, second, by awarding two Foundation-supported professional development grants that the department has at its disposal. All tenure-track and career non-tenure-track faculty are eligible to receive these funds.

##### **A. Travel Fund**

Each year, the Department makes a sum of funds available for the support of travel to attend scholarly conferences. The amount budgeted varies with the amount of funding available from the Department's various resources – S&S, unrestricted funds, foundation accounts. The Department Head, in consultation with the Department Manager, reviews all travel funds requests and allocates them according to the following guidelines.

##### **1. Eligibility**

###### **a. Regular Faculty:**

Tenure-track and career non-tenure-track faculty who make a substantive presentation at a major conference – by delivering an academic paper or panel comment, by offering a poster presentation, or by participating in a roundtable or workshop – or who must attend conferences for reasons of institutional obligation – by leading or participating in executive board meetings, editorial meetings, or program committee meetings – may request immediate funding for transportation and registration to one conference. For travel to deliver a substantive presentation within the United States, the maximum amount is \$800; for international travel, the maximum amount is \$1000. For travel to participate in board meetings, editorial meetings, or program committee

meetings, the maximum amount is \$600. Reimbursements may be used to cover all legitimate costs incurred because of attending the conference.

- b. Pro Tem or Visiting Faculty:  
Pro tem or visiting faculty who teach full-time are eligible according to the same guidelines above for regular faculty. Otherwise, adjuncts are eligible for up to \$300 only in years when they teach three or more History department courses during the regular academic year.
2. Disbursement  
Requests for travel support are reviewed and approved or rejected on a first-come, first-served basis, until May 1 in a given academic year.
3. Additional Support for Conference Travel  
After May 1 in any academic year, the Department Head may disburse any budgeted funds not yet allocated to reimburse the following travel:
  - a) To support faculty who have received funding for one substantive presentation and wish to be reimbursed for conference travel to deliver a second substantive presentation; in that case, funds are disbursed according to the eligibility guidelines listed above and are capped at \$800 and \$1,000 for domestic and international travel, respectively; or
  - b) To support faculty who must attend conferences for reasons of institutional obligation; support for such requests is likewise disbursed according to the eligibility guidelines listed above and capped at \$600.
4. The Department Head is authorized to allow reasonable exceptions to these guidelines.

#### B. Brush and Endeavour Awards

Every year, the Department Head may confer a number of Brush and Endeavour Awards. The number and value of Brush and Endeavour Awards vary according to the amount of Foundation funds available to support them, as well as the number of eligible faculty to receive them. Brush awards are intended to benefit tenure track-faculty in the Department of History; only tenure-track faculty, therefore, are eligible to receive them. Endeavour Awards are available to all tenure-track and career non-tenure-track faculty, and are intended to defray expenses related research and teaching, including conference travel, the purchase of scholarly material, and recruitment.

Under the stipulations of donor intent, responsibility for distributing Brush Awards rests with the Department Head, in consultation with departmental faculty and the Dean of the College of Arts and Sciences. Donor intent assigns responsibility for distributing Endeavour Awards solely to the Department Head. After faculty have completed their annual delivery of *vitae*, the Department Head awards Brush and Endeavour Awards in recognition of scholarly accomplishments or in order to support ongoing research and publication projects.

Within the parameters of donor intent, the Department Head may take the following considerations into account:

- 1) Past Merit: The Department Head may confer a Brush or Endeavour Award in recognition of a faculty member's record of research and publication in the

- preceding academic year;
- 2) Future Merit: The Department Head may confer a Brush or Endeavour Award in support of a faculty member's ongoing and/or future research and publication activities;
  - 3) Rotation: The Department Head may take into consideration the number of years that have elapsed since the last time a faculty member received a Brush or Endeavour Award; and
  - 4) Rank: The Department Head may give preference to untenured junior faculty in order to support their professional development toward tenure.
  - 5) Funds: The Department Head may take into account the availability of research support funds otherwise available to potential award recipients.

Faculty are encouraged to notify the Department Head of extenuating circumstances or future plans that might relate to any of the five criteria listed above. Ideally, faculty will make these circumstances and plans known early in the academic year, in conjunction with the annual delivery of updated *vitae*. The Department Head may also confer Brush and Endeavour Awards for the purposes of faculty recruitment and retention.