

Policy for Allocation of Professional Development Funds

Department of Human Physiology

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, awards and/or some types of endowment funds, all of 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 of Human Physiology allocates professional development funds each year to both Career NTTF and TTF who are not in funding contingent appointments. The department allocates funds to faculty S & S index accounts at the department head's discretion. The amount allocated is pro-rated by FTE. Faculty on sabbatical do not receive allocations for the terms they are on sabbatical. The funds not used by the faculty during the academic year return to the department at the end of the year. The department head reserves the right to revoke the allocation of funds for faculty not meeting the expectation of their job duties.

The individual faculty S & S index accounts are used for expenses relating to their academic and research discipline. Examples of uses for these professional development funds are: membership dues, conference registration fees, telecom expenses and other operating supplies related to teaching and research.

IV. Distribution and Accounting of Expenditures

The department head and department manager will keep updated records on commitments of professional development support to individual faculty members. Monthly reports will be provided each month to the faculty as expenses are incurred. It is the faculty member's responsibility to review the expenses for accuracy.