

Policy for Allocation of Professional Development Funds

Mathematics

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

The department has a fund for supporting faculty participation in conferences or workshops for professional development. The total budget available as professional development travel funds is decided by the department head at the beginning of the Fall term each year. All TTF, as well as NTTF who hold the rank of Career Instructor, are eligible. The fund contains two separate budgets, one for TTF and one for NTTF. Eligible faculty can apply to the fund according to the procedural guidelines specified by the document "Mathematics Department Guidelines for Funding of Travel". This involves submitting an application to the Travel Committee, which then makes a recommendation to the Department Head. The Department Head makes the final decisions in the award of these funds.

Funds for NTTF will be awarded in a way that attempts to provide an equitable distribution among those who are interested in the funds. NTTF who have not recently received awards will be given priority over those who have, and faculty who have received lesser amounts in the past will be given priority over those who received greater amounts. For TTF, the situation is similar except that faculty members with grants supporting travel will be given lower priority than faculty members without grants.

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.