

Policy for Allocation of Professional Development Funds

Department of Philosophy

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

As stated by the CBA, both Career NTTF and TTF bargaining unit faculty members are eligible to compete for professional development funds. Allocations must comply with all provisions of the collective bargaining agreement. Professional development funds also must relate to the faculty's academic discipline and their job duties.

All requests for professional development funds for appropriate uses made to the Department Head will be approved up to \$1,000 per academic year for each requesting faculty member. Any additional available funds will be allotted to faculty on a competitive basis, with all additional requests to be distributed based on the merits of the proposal, with merit to be assessed by an ad hoc committee appointed by Department Head. These additional funds will be allocated in view of the importance of the research or teaching project and on a rotational basis such that faculty members who have not previously received funds will have precedence.

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.

All requests for professional development funds need to be made by June 15th prior to the academic year for which the funds are requested.