

## **Professional Development Policy Department of Product Design**

Approved by the College of Design Dean's office 15 July 2017

The Department of Product Design is committed to encouraging and supporting faculty in professional development activities that further the university's academic mission and enhance teaching, scholarship, research, creative activities, service, and equity and inclusion. Career NTTF and tenure-related faculty are eligible to receive or compete for available professional development funds. 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.

Professional development includes, but is not limited to:

- Workshops
- Courses
- Training
- Professional conferences
- Participation in professional organizations related to the faculty member's academic discipline and job duties
- Publication expenses
- Equipment, software, or materials associated with research, professional or creative practice

The following procedures and criteria govern the allocation of available professional development funds.

- All faculty who do not have endowed positions or other significant research funding accounts are eligible for consideration for professional development funds. The Department Head will allocate limited discretionary funds on an as-requested basis and according to the merit of each proposal. Awards will be allocated up to 1/3 of the available amount per term with three criteria for evaluating requests: preference for pre-tenure faculty; completion funding in support of research, professional and creative practice dissemination; and equitable distribution among faculty.