

Policy for Allocation of Professional Development Funds

Department of Political Science

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 allocates regular travel funding to faculty and may distribute additional professional development funds when available.

Travel funding

TTF are eligible for travel funds allocation each fiscal year. The amount available per faculty member will be determined by the Department Head in consultation with the Department Manager and the Personnel Committee. The department will strive to be consistent, year to year, in allocation of funds and carryforward amounts. However, the maximum amounts will be based on available funds. In FY18 full-time TTF are eligible for up to \$3,000. Up to \$1,000 in eligibility may be rolled over from one fiscal year to a subsequent year. Eligibility for these funds is subject to the following conditions:

- To be considered for funding up to their eligible limit, faculty must submit the departmental Travel Authorization Form at least 30 days prior to departure. This form includes details of their planned travel, business purpose, and plan for covering job responsibilities during travel.
- Faculty must comply with the [CAS Statement of Faculty Responsibilities](#) and

[university travel guidelines](#)

- The purpose of such travel is to encourage research, so it is expected that submissions for publication will follow within the year. Duplicate paper presentations will not be funded.
- Qualifying activities include the following:
 - Participation at professional conferences (paper presentation, panel discussant, panel chair, section head)
 - Invited talks under the same rules as all conference travel. For this category of travel, faculty must detail any external support or honoraria. Reimbursement will be decreased dollar for dollar if honorarium payment is in excess of \$300.
 - Research-related travel
 - Participation in meetings of political science journal and editorial board officers and professional associations
- For international conferences and international travel, faculty can also apply for funds from CAS at <http://casadmin.uoregon.edu/travel-grants>.

TTF with less than 1.0 FTE are eligible for 50% of the allowable Political Science annual funding, provided that this travel is approved by PS procedures. The total annual amount of travel funds provided by both departments or units shall not exceed the annual limit provided to 1.0 FTE faculty in Political Science. The department head in Political Science will contact the other department head or program head each July to calculate this annual total. If for some reason this annual total does exceed the amount given to 1.0 FTE faculty in Political Science, this excess will be subtracted from the allowed amount for the next academic year.

Each emeritus faculty member is eligible for up to \$500 annually for a paper presentation at an academic conference, subject to the normal travel-policy conditions.

Former faculty members are eligible for a one-time \$500 travel allowance to return to Eugene for a Ph.D. defense, subject to the normal travel-policy conditions.

Travel and Professional Development Funds for NTTF

Career NTTF with an annual .5 FTE or above are eligible for \$500 for professional development per contract year. Funds may be used for travel to professional conferences or expenses directly related to the responsibilities of the position. Faculty may request to use funds for travel by submitting the departmental Travel Authorization Form at least 30 days prior to departure, or for non-travel expenses in a brief proposal to the Department Head. Up to \$500 in eligibility may be rolled over from one fiscal year to a subsequent year.

Distribution of Additional Professional Development Funds

When the department has additional funds available to support faculty research or teaching, as determined by the Department Head in consultation with the Department

Manager and the Personnel Committee, the department will issue a Call for Proposals no less than one month in advance of the deadline, including criteria for competitive selection. Proposals will be reviewed either by the Personnel Committee or an ad hoc review committee created for this purpose, at the discretion of the Department Head jointly with the Personnel Committee.

All such awards of funding to faculty will take into consideration funds already available to faculty. Faculty members must exhaust previously-available funding, or have a discrete and dated plans for the use of such funds, before being eligible for further funding of related activities.

A specific sunset date will attach to all departmental funding allocated to faculty for any purpose, at which time all unspent funding will revert to the department. All proposals must include a specific timeline for expenditures. Expenses must be directly related to research activities indicated in the proposal and must follow all department and university rules.

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. Faculty fund balances will be reviewed each fiscal year-end and unspent funds with expired sunset dates will be returned to the department.