

**Policy for Allocation of Professional Development Funds
Russian, East European, and Eurasian Studies (REEES)**

September 21, 2017

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

REEES allocates funds for NTTF and TTF faculty, with teaching appointments in REEES, to apply for professional development funds to support their pedagogy. Funds may be used, among other things, to purchase books, supplies, and computer equipment, to cover registration costs for workshops, conferences, and professional organizations, and to pay for travel to conferences, workshops, and other locations, provided that these expenditures contribute to the enhancement of the faculty member's teaching. While faculty may apply for funding more than once during the year, normally no faculty member will be eligible to receive more than \$1,000 in funds in any one academic year.

To apply for funding, faculty are invited to submit a brief (1-2 paragraph) proposal that outlines the value of the proposed expense to their teaching and that lists the other professional development funds to which they have access to support their teaching. Proposals will be accepted on a rolling basis over the course of the nine-month academic year and will be evaluated by the REEES director in conjunction with one other REEES faculty member drawn from the REEES Core or Participating faculty. Given that funding is limited, priority will be given to excellent proposals from faculty members who do not

have access to other resources to support their teaching or who have exhausted their existing resources.

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. Insofar as financial circumstances can change from one academic year to the next, proposals will typically only be accepted for expenditures during the academic year in question.