

Policy for Allocation of Professional Development Funds

Department of Religious Studies

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 head is charged with allocating departmental funds, and with evaluating faculty requests for discretionary funding for professional purposes. Regarding faculty requests for discretionary funds, if funds are available, the head will allocate them to TTF and NTTF in keeping with the department's mission of research publication and teaching.

The department head will endeavor to, where possible, grant all reasonable requests. Where resources do not allow this, among the factors the head will consider when evaluating requests include the following: faculty who have not recently been granted departmental funds; who have sought funding from other sources; who match their request with professional funds in their accounts (if they have them); or, who are using the funding for research for a peer-reviewed publication or course development.

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. The spending for all Service & Supply funds must be completed by June 30th of that academic year.