

Policy for Allocation of Professional Development Funds

Sociology

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

Based on budget, the head and Executive Committee will allocate available department funds for faculty development purposes. All eligible tenure-related and career faculty will receive an equal share. Faculty are eligible to use these funds for *approved* professional development purposes within four years from receiving them. Fund balances will be reviewed at each fiscal year-end and accumulated balances exceeding four years' allocation will be returned to the department unless the faculty member has a spending plan in place with the Finance Manager for the department.

Budget permitting, research active emeriti may request reimbursement for research related activity up to \$500 per year.

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.