

Policy for Allocation of Professional Development Funds

Department of Theatre Arts

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

All faculty members (NTTF and TTF) in Theatre Arts are eligible to apply for funds to support professional development, which can include travel for research-related activities off-campus, participation in professional conferences and workshops, pedagogical training, and other activities. Faculty wishing to apply must complete a request form detailing the purposes of the requested funds, all relevant dates, travel and contact information, and arrangements for covering or cancelling missed classes and other instructional commitments. The department head will approve or deny the request for professional development funds based on the appropriateness of the application and the availability of funds.

Because the department's professional development funds are limited, faculty may request up to \$2000 in support during a given fiscal year (July 1 to June 30). Requests are considered on a rolling basis and can be submitted at any time throughout the year. Professional development funds do not cover per diem expenses for TTF, who are expected to use ASA or other funds for that purpose. NTTF may request coverage of per diem expenses. Faculty must save and submit receipts for approved expenditures in order to be reimbursed by the department.

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

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keep updated records on commitments of professional development support to individual faculty members.

Once a request for professional development funding has been approved, faculty members are responsible for making arrangements, collecting all pertinent receipts for reimbursable expenditures, and for ensuring that receipts are submitted to the department in a timely manner. Receipts submitted after the close of the fiscal year in which expenses were incurred will not be reimbursed.