

Professional Development Funds Policy
Department of Women's, Gender, and Sexuality Studies
October 2017

Professional development funds are resources to be distributed to department faculty according to job expectations and department policy.

Tenure-Track Faculty (TTF)

Professional responsibilities for tenure-track faculty include research, teaching and, service, and each faculty member generally will be evaluated in all three areas when under review. Professional development funds serve to support faculty to achieve successful performance across all three areas of their work.

1. All tenure-track faculty in WGS will receive \$1,000 in professional development funds to support research related travel and professional expenses every year. These funds will be distributed as early in fall term as possible to facilitate use during the academic year. Faculty who receive funds will be asked to spend these resources during the academic year on appropriate uses. If funds remain by June 30 the following year, the funds may be returned to the department unless the faculty member has submitted a written request for retaining use of these funds for a specific purpose (to be approved by the department head).
2. Additional funds may be available to support faculty research during the summer months on an ad hoc basis. In spring term, the department head will identify whether and how many funds are available to support summer research in consultation with the WGS office manager and faculty. Eligible faculty will be invited to apply for the research related funds, proposing specific plans for their use to be approved by the department head. These are not competitive funds; all eligible faculty with clear, research related proposals should be eligible to receive these funds. Faculty will be expected to use these funds by the end of September (following the summer distribution).

Non-Tenure Track Faculty (NTTF)

Professional responsibilities for non-tenure related faculty typically involve teaching, and may also include specific service expectations (advising, curriculum development, etc.). These expectations should be clearly defined in a contract and will guide eligibility for professional development funds.

1. NTTF who have Career appointments in WGS are eligible for \$500 in professional development funds to support teaching and pedagogical related travel and professional expenses every year. These funds will be distributed as early in fall term as possible to facilitate use during the academic year.

2. NTTF who have pro tem appointments at 0.4 FTE or greater in WGS over the course of the academic year (not including summer term) are eligible for \$500 in professional development funds to support teaching and pedagogical related travel and professional expenses every year. These funds will be distributed as early in fall term as possible to facilitate use during the academic year.
3. Faculty who receive funds will be asked to spend these resources during the academic year on appropriate uses. If funds remain by June 30 the following year, the funds may be returned to the department unless the faculty member has submitted a written request for retaining use of these funds for a specific purpose (to be approved by the department head).
4. Funds may be available for NTTF faculty on an ad hoc basis to support special projects, retention, etc. These funds will be distributed through a process including oversight and approval by the department head.

Voted/approved by WGS Faculty: October 10, 2017