

Policy for Allocation of Professional Development Funds

Computer and Information Science Department

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

Consistent with section 1 of Article 35 of the CBA with United Academics, development activities for members of the CIS department typically fall into attendance at workshops, courses, professional conferences, and participation in Computer Science-related professional organizations. Any such development activity must relate to an individual's academic discipline and job duties.

The department policy with respect to funds allocations falls into three categories:

1. Each tenure-track faculty member is expected to cover the costs for such activities from his/her Academic Support Account allocation. If the costs exceed the balance in the individual's ASA allocation, the individual can apply for funds as described in point 3 below. No oversight is required on the activity other than it conform to legal expenditure policies regarding ASA's.
2. Career non-tenure-track faculty are entitled to support for a single activity on a

regular basis; those Career NTTF at 1.0 FTE are entitled to this support each academic year, while those at less than 1.0 FTE are entitled to this support every other academic year. The actual costs for an activity are reimbursed to the faculty member, not to exceed \$2,500. Each individual must propose their chosen activity to the department head, who will ascertain that the activity relates to the individual's academic discipline and job duties, and that the costs meet the \$2,500 limit.

3. Each year, if the budget allows, the department head will reserve funds that may be accessed by both TTF and Career NTTF for activities beyond those supported in points 1 and 2 above. A 1-page proposal, describing the strategic purpose of the activity, plus a separate page with a budgetary breakdown, must be submitted at least 60 days in advance of the start of the proposed activity. Each such proposal will be considered by a committee consisting of the department head, the chair of the Undergraduate Education Committee, and the chair of the Graduate Education committee; this committee will decide on each such proposal (i.e. that it is strategic and relates to the individual's academic discipline and job duties) within 10 working days. Once the reserved funds are exhausted, no additional proposals are considered until the next fiscal year. Each faculty member is limited to at most one successful application of this type per academic year that is successfully pursued.

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.

If the activity for which funds are allocated under points III.2 or III.3 is not pursued, for any reason:

- funds allocated under point III.2 may be used by that Career NTTF after proposing another agreed activity to the department head; and
- funds under point III.3 revert to the pool, and are allocable to TTF and Career NTTF using the process described in point III.3.