

## **Policy for Allocation of Professional Development Funds**

### **Department of East Asian Languages and Literatures**

#### **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**

EALL will consider proposals for the allocation of professional development funds on a rolling basis. Faculty will submit proposals for use of these funds in the form of the EALL travel allocation form. The EALL Executive Committee will review proposals and award professional development funds provided the proposal demonstrates the overall benefit of professional development funds to the candidate's academic discipline and job duties. The Executive Committee will consider other sources of funding the candidate may have. TTF and NTTF will be considered separately and the funds will come from separately marked pools. EALL will set aside a separate pool of funds from the summer session dividends to be made available to NTTF for academic support as expenditures occur.

#### **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.

Approved by CAS Dean's Office – August 2018

Funding levels will be determined at the beginning of each year depending on availability. Professional development funds for travel must be spent within the academic year awarded, which runs from September 16 - September 15. The EALL Office Manager will keep track of distribution of expenditures and commitments of professional development support to individual faculty members. No faculty member can exceed the maximum allowable amount per academic year.