

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

### **English 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**

The English Department makes available up to \$300 to support NTTF professional development per academic year. This professional development support may be used to travel to professional conferences, or in support of pedagogical development. Applications for reimbursement of up to \$300 should be submitted to the department head. Travel requests should be submitted at least 30 days prior to the travel date. All requests should be accompanied by a letter or email of acceptance to a conference, workshop, or other documentation of participation in the professional development activity.

In addition to NTTF professional development funds, both TTF and NTTF can request support for speakers, symposia, or other events. The amounts allocated to support such events varies. Requests for event support should be submitted to the department head at least 90 days prior to the event. Requests submitted with less than 90 days of notice may not be funded.

**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. Each faculty member will be given an account balance on a yearly basis and committed funds may be carried forward but only if a clear plan for their expenditure is in place.