

Policy for Allocation of Professional Development Funds

Environmental Studies

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

Each year, the Program Director will determine the amount of Professional Development funds that are available to faculty members with FTE in ENVS. Depending on availability of funds, as a general guideline, this amount will be \$1500 multiplied by the amount of FTE. Faculty members must request funds, and the Director will determine the allocation of funds based on the needs of the faculty member and the Program, with a preference for equality of distribution among faculty members (based on FTE of appointment in ENVS). Career NTTFs and TTFs will be treated equally in the process. To be eligible for professional development funds, faculty members must have been evaluated as at least meeting expectations in 2 out of the 3 areas (research, teaching, and service) in the most recent merit review. New faculty members who have not yet had a merit review are automatically eligible.

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

Approved by CAS Dean's Office – August 2018

keep updated records on commitments of professional development support to individual faculty members. Faculty members will be allowed to accumulate no more than \$3000 in funds, unless otherwise arranged with the Program Director.