

Policy for Allocation of Professional Development Funds

Department of Ethnic 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

The Department of Ethnic Studies wishes to support all faculty in their various professional pursuits and development. It does not view these funds as "rewards," nor does it allocate them on a competitive basis. Rather, the Department recognizes that different faculty members have different needs at different times, and thus, a one size fits all approach is not necessarily the most effective strategy. Furthermore, the Department realizes that such funds may be especially important to those faculty who have been less active researchers, as they can assist them in becoming engaged in research once again. Given these considerations, the allocation of funds will proceed as follows:

Each fall, the Department Head will announce the total amount of money available for professional development. The announcement should be made as soon as reasonably practicable after the Head has determined the amount. The money will be divided into three pots, one for Fall, Winter and Spring/Summer requests. The pots of money do not have to be equal but should reflect the cycle of requests based on the department's history and experience. At the beginning of the academic year, the Head will appoint a committee of three faculty members to receive funding requests and decide how to allocate funds subject to the following criteria:

- 1) Faculty requesting funds with less than \$7000 in UMRP funds will receive priority. This policy is to support those faculty members who have less resources available to them.

2) All Career NTT and Tenure Track faculty who meet the financial criterion are eligible to apply for funds. Interested faculty should write a proposal of no more than 200 words clearly explaining what the funding will be used for, total cost of activity, amount requested, and how it will contribute to their professional development. In addition, to the extent possible, faculty should identify other possible funding sources; if other funding has been secured (both source and amount); and if any requests are pending.

3) The requests should be for activities/costs that will be incurred within that academic year, including through summer.

4) Because Ethnic Studies is an interdisciplinary department, the committee will consider a wide variety of activities. Examples include, but are not limited to: conference travel, research trips or activities, creative work (films, performance, workshops, etc.), permission expenses, publication subvention costs, continuing education, research assistantships, community partnerships, and the like. What is essential is that faculty clearly demonstrate *how* the proposed activity will contribute to their professional advancement. If the committee is unclear on the appropriateness of the activity or how it aligns with professional development goals, greater clarification should be requested.

5) The committee will attempt to support as many requests as possible in light of available resources. The committee does not have to distribute funds evenly every year. The committee is free to decide how much money to give each proposal by taking the following into account:

- a) The centrality of the proposed activity to the professional development of the faculty member.
- b) The availability of alternative funding. Generally speaking, activities that are especially hard to fund should be given higher priority than those for which greater funding is available.
- c) The timeliness of the proposed activity. Some activities are time-sensitive and the committee should be attentive to such issues.
- d) How much departmental funding has been given to each faculty member in the past. The department will keep a record of disbursements and consult it annually. The committee should aim for a relatively equitable disbursement of funds over a five-year period of time for eligible faculty who request funding.

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.