

**Policy for Allocation of Professional Development Funds
Department of German and Scandinavian**

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

Funds for TTF:

1. GERSCAN will provide annually up to \$700 in research support for TTF as long as funds are available. TTF will be able to apply to the Head for these funds twice a year (October 15 and April 15) by submitting notification of intent, a budget estimate, and relevant documents about the specific research projects (e.g., presentation of lectures, participation in specialized conferences, workshops or seminars, collaborative research efforts) provided these activities are consistent with a faculty member's professional duties.
2. GERSCAN will provide supplemental funds for computer purchase for TTF faculty up to \$750 when the faculty member is eligible for CASIT computer replacement (provided funds are available).

Funds for NTTF/TRP faculty:

1. GERSCAN supports the enhancement of NTTF professional development with up to \$1500 for full-time, career NTTF and up to \$750 for pro-tem and part-time career NTTF and TRP annually, depending on availability of funds and number of funding requests. NTTF will be able to apply for these funds twice a year (October 15 and April 15) by submitting to the Head notification of intent, budget estimate, and relevant documents about specific projects (e.g., presentation of lectures, participation in specialized conferences, workshops or seminars, collaborative research efforts) provided these activities are consistent with a faculty member's professional duties.
2. GERSCAN will provide supplemental funds for computer purchase for career NTTF faculty: up to \$700 for new career NTTF or up to \$750 for long-term career NTTF when the faculty member is eligible for CASIT computer replacement (provided funds are available).

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.

Professional development funds must be expended as approved by Sept 15 of the academic year following the academic year in which they were committed.