

Profession Development Funds Policy

Department of International Studies

October 13, 2017

CAS revisions: March 2018

Each full-time tenured faculty member receives \$1500 annually; each full-time career NTTF receives \$750 annually; each full-time untenured tenure-track faculty member receives \$500 annually in addition to the regular \$1500 amount. These amounts are general policies and may be superseded by an individual faculty member's MOU. In the case of faculty with joint appointments in other departments, the faculty member's MOU shall specify the amount received. All professional funds are subject to funding availability.

Funds for professional development typically come from the department's summer session dividends. In addition, faculty may receive additional funding up to \$1500 annually from summer session dividends in years when the dividends are sufficient to support this if a majority of the faculty vote to approve this additional allocation.

Faculty members cannot carry forward a surplus of more than four years' worth of professional development funds without a clear plan for using them that has approval from the department head. The department head and department manager will keep updated records on commitments of professional development support to individual faculty members.