

Linguistics Department Policy on Funding Professional Development Activities

A. NTTF: Non-tenure track faculty are eligible for a baseline \$1500 allocation for professional development activities, e.g. conference travel. This is the equivalent of the ASA funds allocated to tenure-track faculty.

B. TTF and NTTF: Both tenure-track and non-tenure track faculty are eligible to apply for additional funds to undergo professional training that would enhance their skills as scholars, teachers and/or administrators, including but not limited to

- professional workshops such as specialized digital humanities or network analysis training; research methods workshops/tutorials/boot-camps (computational modeling, data gathering techniques, etc.); and other training not covered by conference travel funds
- subventions, for publications with peer-reviewed publishers that ask for them
- tuition for language courses/programs where required for a specific research project
- travel/lodging support for research projects abroad if grants aren't available

D. Criteria

The NTTF baseline allocations take first priority and are allocated at the discretion of the department head. Other activities supported using professional development funds must meet one or more of the following three criteria, with activities that match more criteria given preference over those that match fewer.

- The activity provides benefits to the individual faculty member consistent with the faculty member's career trajectory, current or upcoming professional duties, research interests and long-term goals.
- The activity provides benefits to the department, with respect to program needs including program administration, research productivity, and/or teaching excellence.
- Matching funds, contingent on departmental support, are available from an external source or sources.

E. Procedures

Other than the baseline allocation for NTTF, funds are allocated as follows. Whenever professional development funds for an academic year become available, their availability is announced by the department head in a department meeting. Applications for funds can then be submitted to the department head and are processed on a first-come first-serve basis. Each application must detail the budget for the activity, the availability of other sources of funding, and justify the activity with reference to the three criteria above. The applications are evaluated using a three-tier system, with level of review dependent on the amount of funds requested. For requests up to \$500, the department head may decide on the application on his/her own. For requests between \$500 and \$1500, the funds are allocated upon approval by the department head and an ad hoc professional development committee composed of two or more department faculty. Larger requests must be approved by the majority of the department faculty present at a faculty meeting.

Approved by CAS Dean's Office – August 2018

The department head and department manager will keep updated records on commitments of professional development support to individual faculty members. 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.