

# **Professional Development Policy**

## **Lundquist College of Business**

### **May 2017**

The Lundquist College of Business is committed to encouraging and supporting faculty in professional development activities that further the university's academic mission and enhance teaching, scholarship, research, creative activities, service, and equity and inclusion. Career NTTF and tenure-related faculty are eligible to receive or compete for available professional development funds. This policy does not address the expenditure of professional development funds, external grants or awards that have restrictions on use, or endowment funds that have restrictions on use.

Expenditures of any and all professional development funds must *provide significant benefit to the Lundquist College of Business (LCB) and University of Oregon (UO)*.

Professional development includes, but is not limited to the following. See Non-Allowable Expenditures for additional information.

- Workshops
- Courses
- Training
- Professional conferences
- Participation in professional organizations related to the faculty member's academic discipline and job duties
- Materials purchased (books, computers, data, software, etc.)
  - All materials purchased with faculty development funds are property of the UO and do not become property of the individual faculty member.
  - Computers (including mobile tablets, iPads) purchased with PDA funds are subject to annual return to LCB to maintain our inventory and update software.

## **Procedures and Criteria**

The following procedures and criteria govern the allocation of available professional development account (PDA) funds. Allocations will be determined by the Dean or his/her designee based on review of the Faculty Activity Report (FAR) submitted in fall of each year for the following year. For example, PDA amounts for academic year 2018/2019 would be determined by the FAR review in academic year 2017/2018. Therefore, funding levels could change each year based on activity.

**Availability:** Funding for professional development is available to all career and tenure-related faculty holding the rank of Instructor, Lecturer, Senior Instructor, Senior Lecturer, Assistant Professor, Associate Professor, or Professor with appointment of .50 FTE or above. For partial-year or part-time appointments PDA allocations are prorated to the level of appointment. Funding levels are shown in Table 1 (for full-time appointments). These figures are subject to change and are contingent on funding availability and review at the Dean's discretion.

**Table 1: Professional Development Annual Allocations based on Full-Time Appointments  
(Part-time appointments will be prorated on level of appointment)**

Faculty Type	General Allocation	Named Appointment	Additional Travel Funds	Per Student Support
Tenure-Track	\$4,000	N/A		
Faculty granted tenure and promotion to Associate within 5 years	\$4,000	\$2,000	Up to \$1,500 for a 'prestigious' conference with paper on the program. Program must be submitted with request for funds	\$3.50 per student will be added to PDA accounts to defray student related expenses, grading, copying, etc
Faculty granted tenure and promotion to Associate > 5 years ago – <b>highly research productive</b> <sup>1</sup>	\$4,000			
Faculty granted tenure and promotion to Associate > 5 years ago – <b>research active</b>	\$3,000			
Full Professors – <b>highly research productive</b>	\$4,500		Up to \$1,500 in support of significant teaching or scholarship contributions (e.g., conference tied to curriculum innovations; scholarship of engagement (outreach scholarship) or research). Proposal must be submitted with request for funds.	
Full Professors – <b>research active</b>	\$3,500			
Full Professors – <b>teaching and service focused</b>	\$1,500			
NTTF	\$1,500			

<sup>1</sup> The terms “highly research productive,” “research active,” and “teaching and service focused” are defined in the LCB TTF Professional Responsibilities policy document.

**Accumulated carryovers:** Unexpended balances (less the amount tied to a named appointment or otherwise negotiated) remaining at year end in individual PDAs of up to \$12,000 will automatically be carried forward into the next fiscal year. Balances above \$12,000 will be carried forward into the next fiscal year by special request only approved by the appropriate Dean and/or Associate Dean. Approval of any expenditure requires significant benefit to the LCB. Therefore, in some situations, unspent funds may remain unspent.

Swept funds over \$12,000 will be placed in a central professional development account with the Dean and can be applied for in support of other professional activities. The Dean and/or his/her designee will make the final decision on the award of additional funds from this central account based on the submission of a proposal and/or other required materials. **All proposals should have the support of the department head before submission to the Dean's Office when funding is requested from the College level.**

**Tenure Reduction Plan:** Professors in the TRP program continue to receive professional development funds from LCB and endowment sources prorated to the level of appointment. During the tenure reduction period, professors retain the use of personal computers and remaining balances in PDA and other professional development accounts in accord with UO and LCB policies.

Faculty ending the TRP Program with funds in their PDA may request that a portion of their remaining funds be allocated only to general College uses such as the Doctoral Program.

Faculty who lose their eligibility and do not participate in the tenure reduction program forfeit any balances remaining in their PDAs at the time of their change in status. Remaining balances will return to the central PDA fund.

**Retiring Faculty:** For retiring faculty, Lundquist College PDA and other Lundquist College funds lapse at the earlier of the end of the TRP period or the date of resignation. Retiring faculty returning on special appointment may request to retain use of their funds. This request should be submitted to the Senior Associate Dean for Faculty Affairs who will make a final decision. All requests must satisfy the provision that the *expenditure provides significant benefit to the Lundquist College of Business (LCB) and University of Oregon (UO)*. Decisions are final.

**Faculty leaving the University:** At the end of their university contract faculty members are responsible for returning materials purchased with their PDA funds to the custody of the university. All items purchased in whole or in part with funds from an PDA account are the property of the University of Oregon and as such must be properly inventoried, surplused and/or disposed of in a manner consistent with the policies and practices at UO and in LCB.

**Other Uses:** Faculty may request reassignment of some portion of their PDA to other LCB uses permitted by the college and the funding source. Final decisions on all allocations of reassigned funds are made by the Associate Dean for Faculty Affairs his/her designee.

**Named Appointments:** PDA from named appointments: the language in endowment gift agreements is binding on acceptable uses for the funds from that gift.

**Responsibility and Control:** By law PDA and any materials purchased with the funds are property of the UO and do not become property of the individual faculty member. The college is responsible to ensure that expenditures meet applicable laws and administrative rules. The University, the Oregon University System (OUS), and the state all may audit expenditures. In addition, the college must also comply with IRS rules on taxable benefits. The level and strictness of oversight has increased significantly placing greater responsibility on the college to assure that controls on funds and expenditures are appropriate.

**Non-Allowable Expenditures:** Professional development funds cannot be used for the following items.

- Cell phones
- To fund salary augments to any UO faculty member or expenses that would be considered in support of typical departmental operations
- To cover summer salary
- Expenses of a purely personal nature
- Membership dues, licenses or certifications that are not directly related to the improvement of employees' ability to perform the responsibilities of their position.
- Any reimbursements that have a date of purchase that is older than six months.
- Expenses that do not meet the test of legal, ethical or public perception of appropriateness.
- Expenses without appropriate documentation or available account monies.