

Policy for Allocation of Professional Development Funds

Department of Physics

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

As required by the CBA, both career NTTF and TTF are eligible to compete for professional development funds. However, first priority will be given to professional development activities which are not normally supportable by external funding. The CBA requires that professional development funds relate to the academic discipline or duties of the recipient. Faculty should apply for funding by sending a brief proposal, typically by email, to the department head. A typical proposal might be to cover expenses for attending professional meetings or workshops not supportable by external funding, or for personal expenses related to course development.

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. Funding will not be eligible for carry forward to the next academic year.