

Policy for Allocation of Professional Development Funds

Department of Romance Languages

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

RL regularly makes funds available for faculty professional travel. These are the only professional development funds regularly available to RL faculty from within the department. This policy does not address extra-departmental funding sources such as ASA accounts.

Tenure Track Faculty Travel Funding Policy and Procedure

Funds are available to TTF for professional travel at the rate of \$1,500 per academic year. This amount may be adjusted annually as warranted by departmental budget. Funds are not automatically transferred to faculty accounts. To access funds, a faculty member must complete a travel approval request for review.

1. Travel approval request (available on RL intranet or in RL office) must be submitted before tickets and accommodations are purchased. Faculty will not receive retroactive approval.
2. Travel dates and substitution plan for any classes missed must be included in travel approval request.

3. All requests are reviewed by the Advisory Committee. The committee considers the relevance of activity to the faculty member's research and/or teaching agenda, as well as available funds and prior requests.
4. No requests are reviewed during the summer. Faculty should allow a minimum of one week for the Advisory Committee to review any request. It is department policy to reimburse only for "early bird" conference registration.

Non-Tenure Track Faculty Travel Funding Policy and Procedure

Funds are available to NTTF for professional travel at the rate of \$1,200 per academic year. This amount may be adjusted annually as warranted by departmental budget. Travel funds for NTTF are limited and awarded on a competitive, first-come, first-served basis. Travel fund recipients are required to either present at the conference or to communicate their findings in a min. 500-word article (sample lesson plan, presentation summary, or other format) to be posted on the RL Intranet. Funds will be made available only when the following conditions are met:

1. Travel approval request (available on RL intranet or in RL office) is submitted before tickets and accommodations are purchased. Faculty will not receive retroactive approval.
2. Travel dates and substitution plan for any classes missed are approved in writing by faculty's direct supervisor (see NTTF/GE Substitution Policy) directly on the NTTF Request for Travel Funding form.
3. Travel is to a professional academic conference, workshop, or training on an area directly related to the teaching responsibilities of the NTTF.
4. Early registration is strongly encouraged. Late registration rates for NTTF may be reimbursed with Advisory Committee approval.

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.

Once travel is completed, the faculty member submits a reimbursement request for out-of-pocket expenses as per approved budget. Copy of program featuring faculty presentation OR hard copy of findings article must be attached to the reimbursement request.

Reimbursement requests should be filed as soon as possible upon return, but no later than the end of the immediately following academic term.

Approved by vote of the RL faculty, 10/12/17