

Policy for Allocation of Professional Development Funds

Department of Biology

8 June 2017

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

The department will consider requests for career development funds from both Career NTTF and TTF bargaining unit faculty members, and will comply with all provisions of the Collective Bargaining Agreement (CBA) in doing so. Any professional development funds awarded to a faculty member must be used for activities that relate to their academic discipline and their job duties. Requests can involve activities related to the support of either pedagogy or research. The availability of alternative funds to support requested activities will be taken into account, and faculty with no other funds available will be given priority for reasonable requests. As the departmental discretionary funds available for these purposes are limited, the number of such requests granted may vary from year to year and some requests may be declined. Equally reasonable requests may be funded or not depending on when the requests are made, with those received earlier having a higher likelihood of approval, given the depletion of discretionary funds over the course of the year.

IV. Distribution and Accounting of Expenditures

Professional development funds will be distributed as expenditures occur, not transferred

Approved by CAS Dean's Office – August 2018

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. Any faculty member can view these records upon request, to make the use of these funds fully transparent. Any requests for funds should involve activities that will occur before the beginning of the next academic year.