

Faculty Professional Development Fund Guidelines and Procedures

Purpose

The purpose of faculty development funds is to provide faculty a source of funding to pursue pedagogical, research, and creative activities that will enhance the overall reputation and performance of our faculty and the University. Eligible activities must contribute to the mission of the University by enhancing student learning, academic reputation, or faculty capacity to serve the mission.

Eligibility

All full-time faculty including lecturers and clinical faculty are eligible for Faculty Professional Development Funds. Faculty serving in administrative roles such as department chair or associate dean are also eligible.

Allowable Activities and Expenses

- Conference-any portion of registration, travel, or accommodations
- Workshops or training session
- Leadership development institutes
- Books purchased for curriculum, teaching, or academic leadership development
- Professional association dues
- Journal subscriptions related to the faculty's teaching and not available through Crabbe Library
- Research related expenses including consumables (materials and supplies), travel for field work, publication costs, and outside services such as sample analysis, translation, and transcription.¹

Funds-Pilot Program for FY20

Each fiscal year (July 1-June 30), the University will provide each department an aggregate sum of funds based on the formula of \$300 per eligible faculty member. Faculty may request funds of their department chair for allowable development activities, and the chair may fulfill requests as funds allow using the above guidance and principles. Funds do not carry forward to the next fiscal year unless encumbered by purchase order or requisition.

¹Consumables should be considered university property. Outside services need to be handled through coordination with the Department of University Procurement
Office of the Executive Vice President for Academic Affairs and Provost
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