Expansion and transfer of funds from Faculty Development (travel)

Approved:

Modification of Use:

The $1000 allowance per academic year for professional development not be limited to travel-related expenses (some restrictions would apply, see below).

Specifically, we recommend that faculty development funds be used to pay for the following:

- Travel expenses associated with scholarly activity;
- Online webinars and courses that are deemed directly relevant to a particular faculty member’s expertise and/or needs of the department/program;
- Memberships in professional societies/organizations that benefit the individual faculty member;
- Ongoing training necessary to maintain licensure/certification/recertification required of faculty in certain professional programs;
- Other professional development opportunities approved in advance by the appropriate School Dean.

Faculty development funds will not be available to cover licensure fees, books, technology, equipment, coursework in pursuit of a degree, or any type of capital expenditure.

Process by which funds can be transferred between faculty

By March 31, Chairs evaluate what, if any money is available for transfer.

Available funds must be announced to all affiliated department members by April 1.

Formal applications for available funds, addressing specified criteria (see attached), will be accepted from all affiliated faculty and should be submitted to their Department Chair by April 10.

All decisions regarding re-allocation will be communicated back to all members of the department by April 15.

By April 15, a courtesy notification will be made to the Business Office.

All receipts for travel MUST be received by the Director of Payroll and Accounts Payable by May 31.

As a note: The extended deadline for submission of receipts to May 31, applies ONLY to the receipts being paid based on a transfer of funds. Any expenses incurred and paid through a faculty member’s initial $1000 must be used and submitted for reimbursement within 30 days of use.
Criteria for transfer award

Department chairs shall make a call for formal applications and evaluate specified criteria when making decisions regarding re-allocation of funds (see also attached):

- Years of service to department
- Tenure status
- Part-time/full-time status
- If money used for conference travel:
  - Attending/presenting
  - First/only conference or multiple
- Have other additional monies been awarded this academic year?
- Have other departmental monies been awarded in previous years?
Application for Transfer of Departmental Faculty Development Funds (Example)
Due to Department Chair by April 10.

Name:
Department:
Date:
Amount Requested:
% of Total Department Funds Available Requested:
Event/Purpose of Monies Being Requested:

Criteria for Evaluation:
Years of Service to Department:
Tenured? Year Tenure-Track? Date of anticipated review
Full-time or part-time appointment
Are the requested funds being used for travel to/from a conference?
If yes, are you presenting at the conference?
If yes, is this the first/only conference you have attended this academic year?
If yes, please specify the name and location of the conference:

Have you applied for other, additional monies to cover these expenses?
If yes, specify what funds and dollar amount received, if any

Have you previously received any additional departmental monies?
If yes, specify what academic year and dollar amount received, if any

Amount Awarded ($/% of request):
Date: Chair Name/Signature:
Dean Name/Signature: