



Allocation of Professional Development Funds

Adopted by the EBE faculty on September 6, 2016

Professional development funds are available to all faculty members with primary appointments in the Department of Electrical and Biomedical Engineering (EBE), including those on sabbatical or professional development leave. Funds are available on an annual fiscal year basis per the CBA and do not roll over.

To obtain professional development funds, faculty shall make a brief written request (e-mail is acceptable) to the Chairperson of the Department of Electrical and Biomedical Engineering. The application should note the general categories of the professional development activities, a description of the expenditures (including estimated amounts), and a brief justification. More than one request can be made but none should be later than May 31st of each academic year. Final approval of the request rests with the Chairperson or his/her designee.

Professional development funds are intended to directly benefit the faculty member and should not be used to support students.

Allowable expenditures include:

- Travel expenses for professional development activities
- Conference registration fees
- Journal publication charges
- Professional society membership dues
- Professional journal subscriptions
- Teaching workshops
- Book purchases
- Computational resources
- Others, with justification