

# **Guidelines for the Distribution of Professional Development Funds**

## **Department of Mathematics and Statistics**

**Revised and Approved March 19, 2009**

**Preamble:** As per the UA agreement, the department receives an allocation of professional development funds (PDF) that is based on the count of eligible faculty members and is intended to “support faculty travel for professional development or for use in other professional development activities.” These funds are not intended to be distributed equally; rather, they constitute a pool of resources whose distribution will provide the maximal collective benefit to the department through the support of merited individual needs. This document discusses the criteria and procedures for distribution of these funds.

Faculty seeking such funds shall apply via email or in writing to the department chair who will decide whether to approve funds or not. The chair will take into account the following: the availability of funds, competing applications for support, and the relevance and benefit, short and long term, of the proposed travel or other professional purpose to the faculty member and department. No request can be denied solely because of the status or rank of the faculty member making the request.

### **Criteria:**

- Eligible faculty include all faculty members that are represented by the full-time bargaining unit. Faculty with joint appointments will generally receive professional development funds in proportion to their appointment percentage in the department.
- In accordance to the UA agreement (Article 21, Item 6), faculty members holding external research grants are expected to use their grant funds specifically designated for professional development or travel prior to applying for any funds described in this document.
- Eligible items for funding include, but shall not be limited to: travel, books, subscriptions, professional membership fees and dues, hardware, software, office equipment and supplies. PDF funds can not be used for salaries of any kind.
- The criteria for approval of requests are: (1) travel requests are a top priority and travel expenses up to \$1200 will be approved, (2) professional membership fees and dues; (3) books and journal subscriptions, (4) other items; (5) funds remaining at the end of the fiscal year will be used to compensate out-of-pocket travel expenses not previously covered.
- All eligible faculty members will generally be granted at least the minimum of {\$300 and (\$1200 times their departmental percentage)} for professional development. They must present a written or email request for an eligible item to the Department Chair. This is not an entitlement, however, and the faculty member must always justify the need for the request.

### **Procedures:**

- By September 30, eligible faculty members shall submit their requests for the upcoming year. The department chair will allocate money to defray all or some of these expenses. (It is strongly encouraged that faculty members do their best to estimate their needs for their allocation of PDF funds at this time.)
- Requests can be made at other times and the chair can deal with these additional requests at the time of the request or at a later date.
- By May 1, the chair will send out a message stating how much unspent money still exists and asking for requests for further funding. This action can be repeated as often as necessary until all funds are allocated to the eligible faculty.
- All funds must be spent on requests made by eligible faculty members.
- Early in the fall semester of each academic year, the chair will provide the Department an end-of-year accounting of how PDFs were spent in the previous academic year.