

Effective Feb 13, 2009

College of Agriculture and Life Sciences CRITERIA FOR AWARDING PROFESSIONAL DEVELOPMENT FUNDS

Faculty can apply to the Chair of their department for Professional Development funds; the Chair will make final decisions on faculty applications.

The application schedule, deadlines and format of the faculty requests are left to the discretion of the chair of each department, but at minimum, each request should include a statement of the expected positive impact of the activity or expense on the professional development of the faculty member's research or teaching program.

Professional development funds in each department will be treated as a pool. Award amounts are not fixed, not dependent on title (tenured, tenure-track, lecturer, research or extension professors) and are not dependent on FTE status; rather the amount of the award is determined by the Chair who takes into consideration the following criteria. Preference is given to:

- faculty at junior ranks (assistant professors, lecturers)
- faculty who have no other sources of funding to attend the meeting/workshop
- professional development activities that accelerate progress to tenure and/or promotion
- professional development that facilitates rejuvenation, retooling or change of direction of scholarship

Other considerations include the:

- impact of the meeting, workshop, event on professional development in teaching, scholarship, or topics that aid scholarship (e.g. grantsmanship)
- cost of attending the meeting/workshop (i.e. funds awarded are in proportion to the expense of attending the professional development event)
- additional criteria specified by the Chair

Funds not encumbered or expended by May 1st shall become part of a resource pool for redistribution by the chair to other faculty who demonstrate special needs, including unreimbursed professional expenses.