Guidelines for use of Full Time Faculty Professional Development Funds
Rubenstein School of Environment and Natural Resources

Per Section 21 of the current CBA, each full-time faculty member is eligible to receive Professional Development (PD) funds annually ($1,825 in FY22, $1,850 in FY23, and $1,875). Eligible expenses include, but are not limited to:

- page charges for journal articles
- memberships in professional societies
- conference registration and travel
- workshop registration and travel, books
- computers and some peripherals
- specialized software not covered by a product supported by UVM

The pool of funding available for PD funds replenishes annually but does not carried over; i.e., the funds do not accumulate. Utilize the FT Faculty PD funds request form to propose a use of PD funds. If PD funds still exist in RSENR account after May 1 each year, faculty may request additional funds over the standard annual limit, as long as the request is justified and can be expended or encumbered before 30 June.

The best requests for PD fund will clearly explain how the use of these funds will benefit the faculty member’s personal, professional development. Requests that largely benefit other people or organizations are harder to justify.

Note that according to the CBA, if you have externally sponsored awards that could cover a particular PD expense (e.g., a meeting registration), you are expected to use those funds first before asking for PD funds.

For full details of what you can and cannot do with PD funds, see Section 21 of the current CBA.

Finally, please note that there is a separate fund to support Part Time Faculty professional development and a separate process to request that support.