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### PROFESSIONAL DEVELOPMENT FUNDS GUIDELINES

#### FOR FULL TIME (UA) BARGAINING UNIT MEMBERS

#### IN ACCORDANCE WITH THE CBA

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According to the Agreement between The University of Vermont and United Academics (AAUP/AFT), each department shall have a professional development fund. The amount of money allocated annually for this fund shall be equal to $1,500 (FY17) per **general fund FTE bargaining unit member** in the department to support faculty travel for professional development or for use in other professional development activities. The fund will be recalculated each fall in accordance with Article 21 of the agreement.

Faculty seeking professional development funds shall apply to their chairperson who shall make final decisions on faculty applications as to whether to approve funds or not, taking into account 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.

1. Faculty members including those on sabbatical or professional development leave, have the right to apply for professional development funds for authorized expenses incurred in travel for professional development or for other professional development purposes.
2. FTE bargaining unit members **0.75 – 1.0 FTE**
3. Request shall include– description of project (how it relates to the faculty member’s professional development) and budget – articulating how the money is to be used (forms attached).
4. **Those faculty working on external grants and/or contracts are expected to use any funds in their grants/contracts specifically designated for these purposes prior to applying for professional development funds and are encouraged to use any funds in their grants that could reasonably be used for these purposes prior to applying for professional development funds.**
5. No proposal can be denied solely because of the status or rank of the faculty member making the proposal.
6. Established University accounting procedures or implementation procedures must be followed in the use of professional development funds.
7. **As part of the annual performance review, faculty shall incorporate into their activity report a description of the activities, accomplishments and outcomes resulting from the professional development funds.**
8. In no instance may professional development funds be used for salaries.
9. At the present time, up to $1,500 (FY17) will be allocated to approved proposals. Any funds remaining will be held for later distribution. All funds not encumbered or expended by **May 1st** each year shall become part of a resource pool for re-distribution by the chairperson to full-time (0.75 – 1.0 FTE) bargaining unit members in the department who demonstrate special needs, including un-reimbursed professional expenses. No spending is permitted in June on PD funds.
10. All proposals, for expenses to occur in either the fall or spring semester, must reach the chairperson by **September 16.** Requests made after this date will be awarded if funds are available.
11. The chairperson is responsible for the allocation of professional development funds.

All requests should be sent to your chair. Please cc your business person with your requests. You will be notified in a timely manner of the decision regarding your request.

This policy is based on the United Academics Agreement Between The University of Vermont and United Academics (AAUP/AFT).

**APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS\***

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| **Name:** | **Date:** |

***Requested #1***

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| 1.Title of Professional Development Activities: |  |

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| 2. Are any grant funds or any other funding source that could be used to support this travel?  Yes  No |

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| --- |
| 3. Type of Conference (Please choose one.) |

International  National  Regional/Local

|  |
| --- |
| 4. Title of paper/session/workshop (if applicable): |

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| 5. Brief Description of Activity/Project (1 brief paragraph that explains the relevance and benefit, short and long term, of this activity for your professional development and the department): |

6. Estimated total budget:

***Requested #2***

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| --- | --- |
| 1.Title of Professional Development Activities: |  |

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| --- |
| 2. Are any grant funds or any other funding source that could be used to support this travel?  Yes  No |

|  |
| --- |
| 3. Type of Conference (Please choose one.) |

International  National  Regional/Local

|  |
| --- |
| 4. Title of paper/session/workshop (if applicable): |

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| --- |
| 5. Brief Description of Activity/Project (1 brief paragraph that explains the relevance and benefit, short and long term, of this activity for your professional development and the department): |

***\*Please attach the proposed budget form to explain how the money will be used.***