**Policy for Allocation of Professional Development Funds**

**[Your Department or Program Name]**

**I. Preamble**

The department and College recognize the importance of encouraging and supporting bargaining unit faculty members in professional development activities that enhance the faculty member’s professional life, as well as the university’s academic mission. As section 1 of Article 35 of the Collective Bargaining Agreement (CBA) with United Academics states, “Professional development extends, but is not limited, to workshops, courses, professional conferences, and participation in professional organizations related to the bargaining unit faculty member's academic discipline and job duties.” This policy does not address the expenditure of academic support account (ASA) funds, external grants or awards which have restrictions on use, or endowment funds which have restrictions on use.

**II. Available Funds**

Funds available for professional development activities may come from supplies and services (S&S) funds allocated centrally from the College and other discretionary funds available to the department (e.g., summer session dividends or unrestricted endowment accounts). Professional development support is only one possible use of these available funds, and the department head will determine how much of available funds (if any) will be allocated toward professional development activities in consultation with the faculty, consistent with the unit’s internal governance policy.

**III. Allocation of Funds**

Department describes their policies and procedures for allocating professional development funds here. It is required by the CBA that policies must (a) provide that both Career NTTF and TTF bargaining unit faculty members are eligible to compete for professional development funds and (b) comply with all provisions of the collective bargaining agreement. The CBA also requires that professional development funds given to a faculty member must relate to their academic discipline and their job duties.

Because the Dean’s office will not approve policies that automatically commit equal funds on a per-person basis, departments may consider procedures that provide for funding on a rotational or competitive basis. These funds are scarce resources that should be intentionally and thoughtfully allocated for best use.

Departments may want to consider having separate pools and allocation criteria for funds to support pedagogy and for those to support research, keeping in mind that the CBA requires that all bargaining-unit faculty can compete for professional development funds falling under this policy.

**IV. Distribution and Accounting of Expenditures**

Professional development funds will be distributed as expenditures occur, not transferred into faculty accounts in advance. The department head and department manager will keep updated records on commitments of professional development support to individual faculty members.

Departments may want to provide more specific details on how committed support will be documented and managed in order to avoid miscommunications. We strongly recommend putting a time limit to the commitment (e.g., that it occurs before the beginning of the next academic year) as financial circumstances can change.