



POLICY REGARDING USE OF FACULTY DEVELOPMENT FUNDS

Each faculty member (regardless of rank or tenure status) will receive \$2000 in professional development (PD) funds. The purpose of these funds is to support the research and professional development of each of our valued faculty.

PD funds will be allocated to the Deans at the college level depending on the number of faculty in the department and predicated on the following caveats:

- ★ PD funding must be expended within the current fiscal year, ending August 31st. Unused funding does not carry forward to the subsequent fiscal year.
- ★ All funds must be encumbered by July 15th, to allow for end-of-year processing by Finance and Administration. Kelly Bennett, Business Administrator I, can assist you if you need help understanding what constitutes encumbered funds.

Faculty may utilize funding for one or more of the following purposes:

- Software necessary for research specific to the faculty member (vetted by IT)
- The cost of submitting a paper to a journal or a book manuscript to a publisher
- Materials to be used in research
- Memberships in professional organizations
- Participant/Presenter at a conference
- Other, as approved by the Dean

In some instances, a faculty member may not expend or encumber all of their PD funds. Faculty who will not use or encumber any or all of their PD funds will return the remaining funds to their Dean by April 15th. In so doing, those faculty who are not fully utilizing their funds will provide opportunities to other faculty to avail themselves of additional funds. At that time, Deans will notify faculty of the availability of the funds (if available). Faculty who wish to obtain additional funds from the pool of returned funds for one or another of the purposes set forth above will submit an application to the Dean, who will then decide how to disburse the remaining funds.

APPLICATION FOR USE OF FACULTY DEVELOPMENT FUNDS INITIAL REQUEST



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- Other, as approved by the Dean

Name: _____ Date: _____

College: _____ Department: _____

Professional Development Purpose: _____

If using "Other, as approved by the Dean", please provide details below or attach a narrative.

I am requesting additional PD funds. I understand that:

PD funding must be expended within the current fiscal year, ending August 31st. Unused funding does not carry forward to the subsequent fiscal year.

All funds must be encumbered by July 15th, to allow for end-of-year processing by Finance and Administration.

I will reach out to Kelly Bennett, Business Administrator I, if I have questions regarding encumbered funds.

Faculty Member Date

Requested Amount	Amount Used	Available Amount	Account Number	Sequence Number	Department	Sub Department
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Business Administrator I Date

Dean Date

CC: Business Administrator I