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# Professional Development Funds Policy

## Purpose of PD Funds

The purpose of Professional Development (PD) funds in the SEHD is to support faculty research and creative activities. These funds may be used in a variety of ways including: travel, conference attendance/presentations, GA/RA/student support, books, professional memberships, software, workshops, and other purposes approved by the dean. Per university policy, please include a brief stated business purpose for all purchases, and ensure that it is aligned with the purpose of PD funds. Please keep in mind that **program funds** are used to support program activities and operations; it is not appropriate to use PD funds in this manner. For example, the program may not purchase materials using a retiring faculty member's PD account. Similarly, a departing faculty member may not "donate" their PD funds to the program, to scholarship accounts, or to other faculty members.

## Definitions

### Allocated PD\*

Amount given to faculty annually (from Program funds or School funds), at the beginning of the fiscal year, based on faculty rank (Sr. Instructor, Associate Professor, etc.). Allocation amounts are established by the SEHD, applied consistently across programs, and are prorated if less than 1.0 FTE.

### Earned/Awarded PD

Includes all funding such as awards from ORS, YUMPS, RIA, Center for Faculty Development, additional pay as PD, etc. Please keep in mind that it is an irrevocable choice to take PD funds instead of salary.

## Spending Policies

If a faculty member is awarded a large RIA, ORS, or other similar funds, a separate speed type is created. Research Faculty provide their own PD funds through RIA.

Earned/Awarded funds are not affected by annual adjustments by the School.

Purchases from PD funds must adhere to purchasing rules and are considered university property.

University property must be returned to the school upon separation of employment with the SEHD. Upon retirement/resignation/termination of appointment with SEHD, the faculty member's unspent PD fund balance (allocated and earned/awarded) goes to the school's administrative account. SEHD then uses that account to help fund the startup PD accounts for our new faculty. PD funds may not be used to pay faculty summer salary, additional pay, or buy out a course.

## Time Limits

Offer letters will state a 5-year limit to use startup funds. Individuals can apply for a one-year extension with a plan for how funds will be used. (Note: *I am extending the start-up funds to 5 years because these are meant to support quest for tenure.*)

## Dollar Threshold

**Beginning in FY21-22, allocated** PD funds are capped at two years' allocation amount (current 1.0 FTE rates are \$4,000 for tenure track, \$2,400 for clinical, and \$2,000 for senior instructors; prorated at less than 1.0 FTE). An individual's annual allocation will be adjusted, if necessary, so as not to exceed this threshold.

**Effective FY21-22**, if an individual's **allocated** PD balance is over the cap, **allocated** funds will be reduced and returned to the original source until the PD balance reaches the threshold amount.

**Earned/awarded** funds will **not** be reduced or returned.

## \*Footnotes

### Current 1.0 FTE annual allocation amounts (pro-rated at less than 1.0 FTE):

- \$2,000 to Tenured/Tenure track faculty
- \$1,200 to Clinical or Teaching track faculty
- \$1,000 to Instructional track faculty

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