Professional Development Fund Request Form

Requestor Name: ____________________________ Department: ____________________________

The CBA outlines the use of PDF as shown below:

30.4.2 During each fiscal year of this contract each college shall make available a sum of no less than $1000 for each Member for professional development. Professional development expenses may include but are not limited to: travel, software, hardware, books, journals, and supplies that directly support the teaching or research of the Member. This fund is not to be used for professional memberships unless such are needed in order to obtain publications not otherwise readily available. This fund shall not be used either to supplant routine computer hardware replacements or to obtain software for which the University purchases a site license. It may be used to replace hardware more frequently than the usual scheduled replacement cycle or to upgrade existing hardware. All property purchased with such professional development funds belongs to the University.

30.4.3 Unused funds shall be carried forward from one year to the next, up to a maximum of $2,500.

30.4.4 Disbursements from these funds must be approved, in advance, by the Member's Dean or designee. To request funds, a Member must submit to their Department Chair a written request that includes a statement describing how the requested travel or materials will enhance the Member's teaching (for TET and NTE) or contribute to scholarly productivity (for TET).

30.4.5 The impact or result of professional development funding should be reflected in each Member's annual faculty activity report.

30.4.6 Deans are not required to disburse faculty development funds to Members with a continuing pattern of poor performance, to Members who have not reasonably demonstrated productive use of past funds, or to Members whose requests do not show a direct relationship between the requested expenditure and their teaching or research that might reasonably lead to grants, publications, or other scholarly productivity.

30.4.7 Decisions will be reviewed by a provost or designee for consistency.

30.4.8 Nothing in this Article precludes Deans and/or Department Chairs from providing additional funds for travel or to support other professional development activities or needs.

30.4.9 The University will respond to requested access to Professional Development Funds with reasonable timeliness (usually within 30 days of request being entered into the system of record for such expenditures).

Describe what you are requesting. Be specific about dates, purchases, quantities, etc. Attach a budget, conference itinerary/link or other supporting documentation.

Describe how the requested expenditure fulfills the stipulations for professional development fund use.

PDF available to faculty in the requested FY: ____

Total estimated PDF amount requested: ____

Additional Funding amount and Source (If Applicable): ____

Faculty signature ____ Date ________________

Department chair signature ____ Date ________________

The chair's signature above indicates approval of the described expense as within PDF guidelines and:

- Member does not have a continuing pattern of poor performance
- Member has reasonably demonstrated productive use of past funds
- There is a direct relationship between the requested expenditure and Member's teaching or research
- Prior use of professional development funding has been reflected in Member's annual faculty activity report

Dean signature ____ Date ________________

The dean's (or delegate) signature above indicates approval of the described expense as within PDF guidelines.

Fiscal Services Manager (FSM) signature _________________________________ Date ________________

The FSM signature above is confirming the funds are available in the budget.

Provost (or delegate) Approval ____ Date ________________

CATS Approval (Technology related purchases only) ____________________________ Date ________________