

Professional Development Funds Guidelines

Jan 2024


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The College provides funding to support faculty professional development. At the beginning of each academic year, faculty are notified as to the discretionary funds they have available for the year. Faculty may be awarded up to \$1,250. These discretionary funds are earned in the following ways:

1. Those who maintain their AACSB qualification earn \$250.
2. Those who achieve any one or more of the following earn an additional \$750.
 - a. Awarded Competitive Research Stipend for the upcoming academic year,
 - b. Scored 4 or more points in scholarship (the calculated quality/productivity score) at the end of the previous AY,
 - c. Scored 4 in teaching at the end of the previous AY or
 - d. Received a Graduate College Summer Fellowship for the most recent summer.
3. Those who earn at least a 4 in **both** teaching and research at the end of the previous AY earn an additional \$250.

The items and endeavors considered to contribute to faculty development as a teacher and/or scholar include:

1. Expenses associated with attending conferences or workshops to present research, learn new research methods or statistical software, and/or improve teaching.
2. Expenses associated with data collection. (Includes payments for survey participation). Seek guidance from Bruce Bowler before purchasing any gift cards for this purpose).
3. Teaching- or research-related books, journals, and other printed or electronic materials, up to a maximum of \$200.
4. Fees paid to have articles professionally edited before publication.
5. Professional association membership fees or dues.
6. Journal subscription, submission, and publication fees. (Faculty are required to use discretionary funds for submission and publication fees associated with Open Access Journals. No additional College or Department funds are available for this purpose. Multi-authors must share expenses equally).
7. Continued professional education (professional development education) courses.
8. Teaching-related software (when not available through other sources).
9. Student support with research projects.
10. Other items, subject to approval by the Dean's Office.



To use the discretionary funds that you have been awarded, you must complete the Professional Development Funds Request form found on the Wilson College Portal at College Resources | Professional Development Funds Request. Your department head must approve the use of funds before any item can be ordered by way of the department pro-card or used to reimburse for engagement in an activity, such as attending a conference.

All reimbursements are contingent upon approval through traditional University channels that enforce State-, University-, and Foundation-mandated reimbursement policies. These policies may circumscribe even the vendors from which purchases must be made and may limit the expenses that can be reimbursed. Technology purchases (software and hardware) are particularly problematic. (Mobile phones are not eligible). Faculty are encouraged to contact their department head and/or department secretary for guidance before making a personal investment.

If a request is denied for failing to contribute to “faculty development” in teaching or scholarship, faculty may appeal the decision to the Dean. The Dean will consult with the Chair of the Wilson College Faculty Research Committee in consideration of the appeal.

These funds do not accumulate over time and should be used in the year they are awarded. In **limited** situations, faculty may receive approval to use up to two years’ worth to support a specific faculty development endeavor. Again, department heads should be consulted. If approved, a faculty member will be provided written notification from the Associate Dean.