



**To:** TT, AFF and VIS Mathematics Department Faculty Teaching in the 2021-22 AY

**From:** Esther Billings, Chair

**Re:** Professional Development Funding ([link](#) to this document)

**Date:** October 11, 2021

The purpose of this memo is to provide information about faculty professional development (PD) funds and travel reimbursement for the 2021-22 academic year.

Each tenured and tenure-track faculty member is allocated \$900 from CLAS that may be used for professional development (PD) related to teaching and scholarship<sup>1</sup>. Each affiliate and visiting faculty member is allotted \$450 per year from our departmental budget. FTLC has additional funding available for all faculty; please see more info at the end of this memo.

Since our budget has been significantly reduced in the past few years (our 21-22 departmental budget is approximately \$12,000 less (25%) than our 2019-20 budget and an approximate 55% overall decrease since 2018-19), the department is not currently supplementing the TT PD fund; we will re-evaluate in winter semester to determine if we may provide additional supplemental funding<sup>2</sup>. This year you will have more flexibility in how you may spend funds.

### **What can I use my PD funding for?**

- Registration fees and travel for conferences, workshops, or other professional meetings relevant to the faculty member's scholarship or teaching
- Registration fees for continuing education courses required for obtaining and renewing licensure and credentials
- Membership dues to professional organizations relevant to the faculty member's scholarship or teaching
- Costs of travel<sup>3</sup> for the purposes of scholarship such as field study, archival, and data collection
- Material costs relevant to the faculty member's scholarship or teaching that are not readily available (books, journals, videos, microforms, laboratory and studio supplies, software, datasets, etc.)

NOTE: technology purchases including computer software, hardware, or peripherals **must** follow the [Technology Supply Policy](#) (these cannot be purchased by the faculty member first and later reimbursed)

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<sup>1</sup> Last year, in light of the pandemic, PD funds were centralized under CSCE. TT PD funding has been returned to department budgets this year.

<sup>2</sup> CLAS is monitoring supplemental funding above the \$900 per TT faculty member (see CLAS PD funding [guidelines](#)), so I will need to report any supplemental funding (including our PD funding for affiliates/visitors)

<sup>3</sup> The original CLAS [guidelines](#) said it was for in-state travel only, this was a typo and travel is not currently restricted

- Editorial services/fees for article, journal or book submissions [NOTE: payments for services must be done through department P-card according to [Business and Finance Purchasing Procedures](#) - the independence of the provider must be established]
- Participation [Support on Human Subjects Research Studies](#)

**Process for reimbursement:** *All reimbursements must occur through the new system, Concur; this replaces our former travel and expense reimbursement system.*

- Please send Jan your receipts and related information for reimbursement for PD Funds. She will upload the information, generate a report in Concur, and then email you when it is ready. You will review the report in Concur and then submit it. This process will also allow us to maintain an internal record of departmental PD expenditures and correctly enter funding source information. (This 5-minute [video](#) provides a quick overview of Concur processes. )
- Please send Jan any notifications of funding through CSCE, FTLC, etc. that will be used to supplement your PD funds.

#### **Reimbursement Guidelines/Reminders:**

- Material costs, which include technology purchases, exceeding \$300 (TT)/\$200 (AFF/VIS) (single or accumulated purchases) must first be approved by the unit head. You will be asked to provide a brief rationale describing how this purchase supports your professional development.
- **Technology Purchases:** Any technology items **must have pre-approval and be purchased by the department** and adhere to the [Technology Supply Policy](#). According to this policy, you can not buy something and have it reimbursed: so contact Jan if you need a technology purchase. Remember technology purchases above \$300/\$200 (single or accumulated purchases) need approval by the unithead.
- **Other Material Costs:** If you are using your PD/Tech Funds for course supplies, please contact Jan **prior** to purchasing items. Our department has a business account with Amazon and other vendors and we are tax exempt. We can also use our department P-card to pay for most of these expenses, avoiding out-of-pocket costs to you.

#### **Additional PD Funding Sources for Professional Conferences available for TT, AFF, and VIS faculty**

- **FTLC: The Faculty Conference (Travel) Grant** ([link](#)) provides funding to defray the cost of attending in-person or virtual teaching-related conferences, workshops or training, with or without presenting. Two grants of \$700 and \$250 per faculty member per fiscal year are available (until the fund is depleted). Funds may be used in any order.

*Note:* adjunct faculty may also apply for this grant

- **CSCE: The Dissemination Travel Grant** ([link](#)) requires presentation at a conference. “ To qualify for a conference dissemination grant, the faculty member must actively participate in the meeting by presenting their original work, chairing a panel, serving as an officer of a professional association, or contributing as a stated participant in a formal discussion. Speaking or delivering a paper as a lecturer or visitor at another university does not qualify

for use of these funds, unless the event is a meeting that includes faculty from other universities”

Two awards are available per faculty member per fiscal year: \$800 for international travel (currently not permitted), or \$600 for travel within the United States, for the first event; and \$250 for the second event. One event per grant application will be supported.

Quarter	Ending Date of Conference	Open for Submission
1	July 1 - September 30	May 15
2	October 1 - December 31	August 15
3	January 1 - March 31	November 15
4	April 1 - June 30	February 15

#### **Additional PD Funding Grants**

- The Pew Faculty Teaching and Learning Center (FTLC) provides additional grants (see [list](#) of available grants), one of which, the Sponsored Teaching & Learning Event Grant ([link](#)) that provides funding for specific teaching and learning related events. Be sure to check them out.
- The Center for Scholarly and Creative Excellence (see [list](#) of available grants) also offer grants for a variety of initiatives related to enhancing teaching/scholarship. Be sure to pay attention to which faculty are eligible to apply for specific grants.