



To: TT, AFF, and VIS Mathematics Department Faculty Teaching in the 2023-24 AY

From: Esther Billings, Chair

Re: Professional Development Funding

Date: 10 August 2023

This memo provides information about faculty professional development (PD) funds and travel reimbursement for the 2023-24 academic year. The process and amount of funding is the same as last academic year. Each tenured and tenure-track faculty member is allocated \$900 from CLAS; these funds may be used for professional development (PD) related to teaching and scholarship. Each affiliate and visiting faculty member is allotted \$450 per year from our departmental budget. FTLC and CSCE have additional funding available for all faculty for different types of expenditures (see end of memo for details). Additionally, last year, the CLAS Dean's Office created a [PD fund](#) for visiting and affiliate faculty and staff—you must apply for funding for up to \$500 for one expenditure.

If you are attending or presenting at a conference, please be sure to first apply for funding through FTLC and CSCE to supplement and extend departmental funding. See end of memo for details.

Gratefully, our overall operating budget increased \$15,407 this academic year, though our student wage allocation decreased and equipment fund was eliminated. This is an approximately 23% increase in our overall operating costs compared to last year's 22-23 budget¹. With college-level budget restructuring, it is unlikely we will see significant increases to our budget. We will continue to carefully monitor expenditures and are unable to increase TT PD funds at this time. If there are end-of-year surp, you can apply for additional funding (like we've done in previous years).

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 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)

¹ However, the 23-24 overall department budget is approximately a 32% decrease from our 2018-19 overall budget; it was starting in 2019 and forward that we began facing budget cuts.

- 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]
- Compensation for participation in research study- see [Support on Human Subjects Research Studies](#)

Process for reimbursement: All reimbursements must occur through Concur and be processed through Ana VanBragt.

- *Ana Prepares Draft Concur Report:* Send Ana (vanbraga@gvsu.edu) your receipts and related information for reimbursement for PD Funds. She will upload the information and receipts, generate a report in Concur, and then email you when it is ready.
- *Faculty member Reviews and Submits Report:* You will review the report in Concur and then you must submit it. This process allows us to maintain an internal record of departmental PD expenditures and ensures that funding source information is correctly entered..
- *Provide Ana Documentation of Internal Funding:*
 - Send Ana any notifications/letters of funding through CSCE, FTLC, etc. that will be used to supplement your PD funds.
 - If you receive a CSCE/FTLC grant to supplement conference/PD funding, you need to confirm with Ana (i.e., email, screenshot) that you have submitted your final report for the CSCE/FTLC conference funding **before** your reimbursement is processed. Grant funds are released after your final report is submitted/approved and we need to ensure that the department is reimbursed these funds; otherwise we can't approve funding past the budgeted amount.

Technology and Material Cost 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 cannot buy something and have it reimbursed, so contact Ana if you need a technology purchase. Remember technology purchases above \$300/\$200 (single or accumulated purchases) need approval by the unit head.
 - **TT and AFF Computer replacements and/or upgrades are funded by the University and are handled based on need as determined by IT.** If you feel your device needs to be addressed, see the [Computer Replacement Policy](#) on the Math Department Policy Page.
- **Other Material Costs:** If you are using your PD/Tech Funds for course supplies, please contact Ana **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 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

PD Funds for AFF, VIS and PSS Staff only

- **CLAS Professional Development Fund** ([link](#)): This college PD Fund helps defray the costs of attending or participating in professional job-related conferences, seminars/webinars, meetings or other development opportunities. The use of funds does not require the presentation of papers at a conference or conference committee participation. Applications will be accepted prior to traveling and awarded on a rolling basis each fiscal year until funds are depleted. Funding is limited to one award per fiscal year and there is no retroactive funding.

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 (CSCE)** (see [list](#) of available grants) also offers 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.