

# Tenure-Track Faculty and ACF Professional Development Funding Information and Guidelines

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## ACRONYMS USED IN THIS DOCUMENT

- **PD** = Professional Development
  - **FY** = Fiscal Year from July 1, 20XX through June 30, 20XX (e.g. July 1, 2018 – June 30, 2019)
  - **TTF** = full-time Tenure Track Faculty
  - **ACF** = Annually Contracted Faculty
  - **FETPD** = Academic Council's Faculty Entry, Training, and Professional Development Committee
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## IMPORTANT NOTES AND REMINDERS

- All faculty must refer to, and adhere to, the College's Policy 9-06 and Procedure 9-06A, when making travel requests and reporting travel expenses. The process for requesting PD funds does not replace nor supersede the College's Policy 9-06 and Procedure 9-06A, regarding travel.
  - Note that Procedure 9-06A stipulates that additional levels of approval will be necessary for some types of requests, such as international travel or car rental. It is the individual faculty member's responsibility to follow-up with the appropriate office (Business Office, President's Office, etc.) regarding these kinds of requests, to ensure that they have been fully approved, before proceeding with their travel planning.
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## SECTION ONE: Department PD Funding Committee Responsibilities

- Each department's TTF will establish their own *PD Funding Committee*, comprised of only TTF, elected by TTF peers.
- The chair of the department's PD Funding Committee will forward their committee's roster to FETPD at [profdevfund@csc.edu](mailto:profdevfund@csc.edu). Please make sure to complete this step, as this is how faculty are added to the **PD Faculty Chairs SharePoint** drive, where important documents (including the required department **PD Expenditure Tracking** spreadsheet and **PD Funding Request** form are posted).
- Each department's *PD Funding Committee* will:
  - Represent their peers in determining the allocation of their department's PD funds, for requests that are submitted by their department's TTF and ACF(s) **BEFORE March 31**.
  - Represent their peers in determining if a request, that is submitted **AFTER March 31**, will be forwarded to the FETPD for consideration.
  - Use the **Professional Development Funding Request** form as an aide, when making funding decisions. This form can be found in the **PD Faculty Chairs SharePoint** drive.
  - Keep accurate and up-to-date records of their department's allocation and distribution of funds, using the **PD Expenditure Tracking** spreadsheet. \*\*\*Please note that **PRIOR TO MARCH 31<sup>st</sup>**, the approval of individual requests sent to the FETPD committee will be (in part) based on the percentage of departmental PD funds that have been approved/encumbered, as reflected in the department's **PD Expenditure Tracking** spreadsheet posted in the **PD Faculty Chair's SharePoint** group. \*\*\*The spreadsheet must reflect all amounts already spent, as well as amounts allocated but yet to be paid.

### ***Important Dates and Deadlines for each department's PD Funding Committee***

- (by) July 31<sup>st</sup>** Department's PD Funding Committee communicates process and deadlines for requests to their TTF and ACF(s). Department's PD Funding Committee Chair emails their committee roster to [profdevfund@csc.edu](mailto:profdevfund@csc.edu).
- March 30<sup>th</sup>** **LAST** day that PD funding requests can be approved at the department level. Individual requests may be sent to the FETPD committee for approval (from July to March) but will be based (in part) on the percentage of funds already encumbered by the department, as reflected on the ***PD Expenditure Tracking*** spreadsheet.
- April – June** Department's PD Funding Committee Chair forwards recommended funding requests to [profdevfund@csc.edu](mailto:profdevfund@csc.edu) for funding decisions, which will be determined by FETPD on a first-come, first-served basis.

## **SECTION TWO: The Request Process**

1. **PRIOR to MARCH 31<sup>st</sup>** - Faculty member/ ACF completes and submits, to their department's *PD Funding Committee*, their request, which must include:
  - The completed ***Professional Development Funding Request*** form
  - All relevant College forms, such as ***Travel Request, Request for Check Payment to Outside Vendor, Request for Personal Reimbursement Check***, etc.
  - Supporting documentation, such as conference agenda, airline comparisons, etc.

\*\*\*\*Faculty member should retain copies of all items submitted.
2. **PRIOR to MARCH 31<sup>st</sup>** - The department's *PD Funding Committee* considers and acts upon the faculty member's request:
  - a. Requests may be approved **IN-FULL**. (\*\*SEE: ***Important Notes and Reminders, p. 1***)
    - i. PD Funding Committee chair notifies requesting faculty of the approval.
    - ii. PD Funding Committee chair forwards approved request to department chair for processing.
  - b. Requests may be approved **IN-PART**. (\*\*SEE: ***Important Notes and Reminders, p. 1***)
    - i. PD Funding Committee chair consults requesting faculty to determine whether to move forward with the funding. If requesting faculty wishes to move forward with their request, they must update their College form(s) to accurately reflect the partial funding allowed, and then resubmit their updated form(s) to the PD committee chair in a timely manner.
    - ii. PD Funding Committee chair forwards the updated and approved request to department chair for processing.
  - c. Requests may be **DENIED**.
    - i. PD Funding Committee chair notifies requesting faculty, providing rationale for denial.
  - d. Requests may be **forwarded to the FETPD** for consideration.
    - i. If the departmental PD Funding Committee deems the request to be an appropriate use of funds, the departmental PD Funding Committee chair will forward the request to [profdevfund@csc.edu](mailto:profdevfund@csc.edu)  
The FETPD will determine if the request will be fully funded, partially funded, or denied. (\*\*SEE: ***Important Notes and Reminders, p. 1***)

For any requests received by the FETPD committee, determinations will be made on a first-come, first-served basis, as long as funds are available to do so. They will also be based on the percentage of funds already encumbered by the department, as reflected on the department's **PD Expenditure Tracking** spreadsheet.

- FETPD notifies requesting faculty of the decision.
  - If approved, the FETPD emails a **Funding Approval** letter to the requesting faculty member for processing and copies the following people on the correspondence: the faculty member's PD Chair, Department Chair, Division Administrative Assistant, Executive Assistant of Academic Affairs, and the Specialist for Purchasing and Accounts Payable.
- ii. If the PD Funding Committee deems the request to be an inappropriate use of funds, they will notify the requesting faculty, providing them rationale for denial.

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### **SECTION THREE: After Approved Spending is Completed**

1. Faculty member/ACF must submit the appropriate College documents, such as the **Travel Expense** form with required receipts, to their department chair for processing. **See Policy 9.06 and Procedure 9.06A for details.**

**NOTE: The College's payments toward the event or items cannot exceed the amount approved on the PD Funding Request Form.**

2. As soon as all College payments have been made, including any reimbursement to the faculty member/ACF, the faculty member/ACF must report the total amount **actually** paid by the College for their PD event or items to their PD Funding Committee chair. This total must include:
  - reimbursement received by the faculty member from the College
  - all amounts paid by the College directly to a vendor or service provider, such as airfare, prepaid registration fees, etc.

**NOTE: If this total is reported after March 31, the PD Funding Committee chair must forward the reported amount to [profdevfund@csc.edu](mailto:profdevfund@csc.edu).**

**\*\*\*\*Please be prompt in reporting, since timely notification will allow unused funds to be allocated for other PD opportunities.**

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#### **GENERAL INFORMATION RELATED TO PD FUNDING**

##### **Cancelled Requests**

If a faculty member has funding approved for an event or item, then subsequently decides to *not* attend the event, or to *not* purchase the item, then that faculty member must notify their PD Funding Committee chair (if canceling before March 31) or [profdevfund@csc.edu](mailto:profdevfund@csc.edu) (if canceling on or after March 31) about the cancellation. This notification must be done as soon as possible, in order to allow the allocated funds to become available for other PD opportunities.

##### **Consolidation of Funds**

All PD funds which remain unallocated as of March 31, will be consolidated into a single funding pool. Use of these consolidated funds will be determined by the FETPD. These consolidated funds may be allocated towards individual PD funding requests, training events held on campus, bringing speakers to campus, etc.