

## **Professional Development Policy Labor Education and Research Center**

**Approved: May 26, 2017**

The Labor Education and Research Center is committed to encouraging and supporting faculty in professional development activities that further the university's academic mission and enhance teaching, scholarship, research, creative activities, service, and equity and inclusion. Career NTTF and tenure-related faculty are eligible to receive or compete for available professional development funds. This policy does not address the expenditure of academic support account (ASA) funds, external grants or awards which have restrictions on use, or endowment funds which have restrictions on use.

Professional development includes, but is not limited to:

- Workshops
- Courses
- Training
- Professional conferences
- Subscriptions to professional journals
- Participation in professional organizations related to the faculty member's academic discipline and job duties

The following procedures and criteria govern the allocation of available professional development funds.

**Annual Allocation** – Every core faculty member (career instructional NTTF and tenure track faculty) is allocated travel and professional development funds on an annual fiscal year basis. As of FY 2017 the amount is \$2,300 for each faculty member. Each year during the annual budgeting and planning processes (between March and June), LERC will determine whether these allocations need to be adjusted based on available funds for the upcoming year.

Faculty are eligible for the travel and professional development funds if they work the equivalent of two full-time months in the fiscal year. The funds are allocated July 1 of each year, and any unspent funds at the end of the following June will carry forward. Unused funds carry forward to the next fiscal without a cap.

Faculty may use these funds for travel and professional development activities described above at their discretion.

- Individual Supplements – In exceptional cases LERC's Director may authorize additional technology purchases or department-paid travel for conferences or meetings when a faculty member does not have travel or ASA funds available. The decision will typically be based

on whether the trip or purchase is closely aligned with department programs, research, or public service priorities, and the availability of funds.

- Employees on TRP or other retirement appointments do not receive travel or ASA funds. However, retirees have one year to spend funds that have accumulated in their accounts for allowable LERC-related business purposes. Faculty who otherwise separate from LERC forfeit the balance in their training funds.
-