

Faculty Development Funds Policy

The Faculty Development Funds Policy integrates support for professional development and class activities and supplies. The goal is to support faculty in their development and teaching.

Tenured Faculty

Each tenured faculty member has available up to a maximum of \$1300 per fiscal year.

A maximum of \$300 of these funds may be used for travel expenses related to class field trips or to provide materials to students in support of class related activities. The \$300 may also be used for travel expenses related to presenting or refereeing a paper, organizing a workshop or conference, or participating on a conference panel that advances the faculty member's professional development goals within the department and college. Reimbursement is available upon request with submittal of appropriate forms, receipts and reports as specified within this document.

The remaining \$1000 is available based on the Development Fund Priorities described in this document. Funds may be used for travel expenses related to presenting or refereeing a paper, organizing a workshop or conference, or participating on a conference panel that advances the faculty member's professional development goals within the department and college.

Probationary Faculty

Each probationary faculty member is allocated \$2300 per fiscal year. The money is available with submittal of the appropriate forms, receipts and reports as specified within this document.

A maximum of \$300 of the funds may be used for travel expenses related to class field trips or to provide materials to students in support of class related activities.

All \$2300 may be used for presenting or refereeing a paper, organizing a workshop or conference, participating on a conference panel, attending a conference or workshop or other purposes agreed to be the Department Head that advance the faculty member's professional development goals within the department and college.

Full-Time Lecturers

Each full-time lecturer has available up to a maximum of \$300 per fiscal year at the faculty member's request with submittal of the appropriate forms, receipts and reports as specified within this document. The money may be used for travel expenses related to class field trips, attending a conference or workshop that would enhance their teaching or to provide materials to students in support of class related activities.

Part-Time Lecturers & FERPs

Each part-time lecturer and FERP has available up to a maximum of \$100 per active quarter at the faculty member's request with submittal of the appropriate forms, receipts and reports as specified within this document. The money may be used for travel expenses related to class field trips, attending a conference or workshop that would enhance their teaching or to provide materials to students in support of class related activities.

Summary Chart

	Tenured	Probationary	FT Lecturers	PT Lect & FERP
Professional Development	\$1000 competitive	\$2000 allocated		
Miscellaneous Request	\$300 available per year	\$300 allocated	\$300 available per year	\$100 available per quarter
Annual Total	\$1300	\$2300	\$300	\$100 per quarter

Procedures

Departmental professional development funding is offered as a supplement to the CAED Professional Development Fund. All faculty are encouraged to apply for CAED funds as applicable.

Applicants receiving a CAED award will be eligible for reimbursement of the balance of their claim from the architecture department up to the maximum specified in this document. Applicants not receiving funding from the CAED Professional Development Fund are still eligible to apply for departmental funding up to the maximum specified herein.

Probationary faculty are allocated a base sum for professional development as described in this document. If they exhaust their allocation they may apply for the pool of development funds set aside for tenured faculty. Availability of these funds for probationary faculty is contingent on funds remaining after requests by tenured faculty have been allocated.

1) Development Fund Budget and Allocations

The development fund budget for tenured faculty is established at the beginning of each fiscal year. The budget will be divided into three equal allocations consisting of summer/fall, winter, and spring quarters. Funds not expended in the summer/fall and winter allocation periods may be held over to spring quarter when faculty may submit additional travel requests up to their maximum allowable annual funding. Once a travel claim has received some funding from the department, it may not be resubmitted for additional funds. The department reserves the right to reallocate travel funds which originate from the department's Operations and Expenses (O+E) budget as necessary to meet other departmental needs.

2) Development Fund Review Process

Funding requests are reviewed by the department during summer/fall, winter, and spring quarters. Faculty may submit one funding request per allocation period unless they have already received the maximum allowed.

3) Development Fund Priorities

If a request satisfies the criteria for funding and the submittal requirements outlined in this document, every effort will be made to fund the request up to the funding limits defined in this document given the availability of funds.

Priority for funding is given first to tenured and then to probationary faculty for the purposes of presenting or refereeing a paper, organizing a workshop or conference, or participating on a conference panel.

As a secondary funding priority under special circumstances and the availability of funds, any faculty member may also be funded for activities not specified within this document if they are supported by their development goals or the educational goals of the department or college.

Travel Reimbursement Process

Travel reimbursements are made for conference registration, lodging, transportation, meals, and incidentals according to university policy. For information on current per diem rates, hotel tax waiver forms, car rental agreements, etc., visit the university's travel web site at:
<http://www.afd.calpoly.edu/FiscalServices/Travel/guide.htm>.

Faculty are requested to inform the department of their intent to travel by preparing a Travel Request (CPSU Form 1A) and a Travel Expense Worksheet in advance of their trip. The Travel Request, *including all funding requested, must be submitted and approved prior to the travel date.*

The following describes the process.

1) Pre-Travel:

A one to two page memo that describes your funding request, including justification for the travel related to your professional development plan

A copy of your Professional Development Plan

A copy of your CAED Professional Development Fund Application (if applicable)

Travel Request CPSU Form 1A (required for all travel beyond 15 miles of campus)

This form is a request for permission to be absent from campus on business or university related travel, even during breaks, holidays, weekends and summer. Make sure to include all sources of funding and all travel dates including weekends and holidays.

Note: If you are requesting a travel advance, you must pick up your check at the cashier prior to your travel date(s).

The Travel Request CPSU Form 1A, including all funding requested, must be submitted and approved prior to the travel date.

Travel Expense Worksheet (recommended)

This is a departmental form to help estimate your expenses prior to your trip. It is not a request for funds, but an aid in determining how much funding to request. The worksheet should be submitted with your 1A.

2) Post-Travel:

Travel Expense Claim (required for reimbursement)

Complete this form within 10 days of your return. Submit all original receipts with your claim. Your reimbursement check will be sent to you via campus mail unless you specify otherwise.

Report on Professional Development Activity (required for reimbursement)

The following **MUST** be submitted in electronic form on CD with the Travel Expense Claim in order to be reimbursed.

A post-activity report describing highlights of the activity, and

A copy of any paper(s) or presentation(s) made.

Materials Reimbursement Guidelines

Materials provided to students must be tangible products of some intrinsic value (clay, lumber, paints, paper, etc.). Perishable materials do not qualify. Funds may not be used for food, hardware, software, printer ink or for non-instructional or recreational purposes.

Original receipts accompanied by an itemized list of the materials, if not disclosed on the receipt, must be submitted to the department within 30 days of the purchase. Your reimbursement check will be sent to you via campus mail unless you specify otherwise.