

FACULTY PROFESSIONAL DEVELOPMENT FUNDING POLICIES and PROCEDURES

Dean's Office

Effective Date – September 2017

I. Purpose of Policy and Procedure Statement

The School of Education and UW Tacoma recognize and support faculty professional development (PD) by providing funding that supports intellectual growth and scholarly activity. This document defines who is eligible, what activities are covered, and how to apply for additional funding if needed and reimbursement expectations.

II. Eligibility

A. Faculty who are Eligible for Professional Development Funding:

1. Full-time School of Education Faculty members.
2. With the Dean's pre-approval, part-time lecturers who have a year or more of service with the SOE and have maintained satisfactory performance. Please see section VIII. titled Statement on Professional Development Funding for Part-Time Lecturers for more information.

B. Faculty who are Ineligible for Professional Development Funding:

1. Faculty members outside of the School of Education.
 - a. Some exceptions may be allowed if the Dean of the School of Education and a faculty's home dean/director pre-approve and cost-share the travel/PD activities.
2. Faculty contracted on a per-course or per-service basis (under one year of service with SOE).
3. Faculty emeriti.
4. Visiting faculty and scholars.

III. Professional Development Funding Amount & Program Business

- A. Each biennium, full-time faculty are eligible for up to \$4,000 of funding to support travel and other associated costs related to their professional development. Please note that funding is never guaranteed, and is dependent on factors such as alignment of professional activities in relation to the School of Education's mission, available financial resources, and internal equity.
- B. Full-time faculty who travel or require certain expenses to conduct program-related or school-related business may, with the Dean's prior approval, be approved for additional funding that will not count against their personal Professional Development allotment. Faculty may be required to provide information post-travel regarding the outcomes of the program related travel.

IV. Activities Covered

Below are the different types of activities that that are included under the standard travel/professional development funding:

A. Active Awards

1. Active awards include presentations of scholarly work that meets one or more of the following criteria:
 - a. Presentation of new research or scholarship as a paper or equivalent (e.g., a poster, roundtable, or panel paper) to one's academic peers or equivalent.



- b. Participation in a panel, workshop, institute, etc. that required significant advanced scholarly preparation.
- c. Scholarly activity that has been peer-reviewed or selected by a professional organization for inclusion in a conference program, e.g., invited paper, keynote address.
- d. Other forms of active participation: If the scholarly activity takes another form that the applicant considers to be active the applicant should be prepared to explain why it should be so categorized.

B. Pedagogical Awards

1. Pedagogical awards include participation at workshops or conferences where applicant is receiving substantial training to improve student learning and the applicant's teaching effectiveness. Such activities are to be distinguished from the development of existing courses.

C. Passive Awards

1. Attendance at conferences, symposia, or workshops.
2. A presentation made previously in another venue that now requires little or no additional preparation.

D. Other costs that will count toward funding allowances:

1. Materials such as books and subscriptions that pertain to the faculty member's area of interest.
2. Membership dues to professional organizations.

V. Expenditures that are not reimbursable by Professional Development funds

1. Retroactive expenditures (i.e., you must receive your award approval from the Dean prior to incurring expense). Please note that submitting a travel pre-authorization after the travel or professional development expense has occurred may result in your expense not being covered or you may need to re-pay the expense if it exceeds your professional development allotment or is not a covered activity.
2. Capital purchases including, but not limited to, computers, iPads, iPods, cellular phones, smart tablets, etc.
3. Clothing, office supplies, etc.
4. Any other expenditure not covered in Section IV. A-D above must be approved by the Dean.

VI. Requesting Additional Professional Development Funding (For Full-Time Faculty Only)

A. Limits:

1. Professional Development funds are made available per individual on the biennium cycle. It is expected that full-time faculty will plan and keep track of their professional development expenses, and know when they have or will use all their allowable funds for the biennium.
2. Faculty members may apply for additional awards during the year after they exceed the \$4,000 biennium individual limit if such funds are available; however, priority will be given to granting professional development to those who have not previously received

funding during the year.

B. Process/Form to Apply for Additional Funding:

1. If the request is for additional travel funds, please complete a University of Washington Tacoma's Travel Pre-Authorization form (located on our SOE website under Resources, Travel Forms). In the Purpose of Trip section, clearly articulate that you are requesting additional funds and provide the rationale and details of the travel/conference.
 - a. Give the form to the SOE Program Administrator (PA) to review with the Dean. The PA will provide a status of the budgets and other faculty professional development requests as needed to the Dean to aid in the decision-making process.
2. If the request for additional PD funding is not travel-related, send an email to the PA, who will review with the Dean for final approval.

Please allow a minimum of four (4) weeks to process and respond to your request for additional funding.

VII. Faculty Reimbursement Procedures:

- A. As a condition of utilizing SOE professional development or travel funding, the recipient agrees to provide a brief Post Travel Activity report along with their reimbursement request. This is now part of the Post-Travel checklist form (on page 2 of the form). Reimbursement requests will be returned and not processed until the Post Travel Activity information is provided. Failure to submit the Activity Report may result in a delay or denial of current expense reimbursement or a delay/denial of approval for future Travel Pre-Authorizations.
- B. All receipts for expenditures must be timely submitted and following standard SOE travel reimbursement processes (within 30 days of being incurred). Receipts must be submitted sooner if the expenditures occur near the fiscal year end, which requires all receipts be received by June 30.
- C. Faculty members including PIs on grants should process and submit their own post-travel worksheet, mileage logs, and other post-travel documentation.
- D. Please note that travel reimbursements are typically processed only once a week (Fridays).
- E. If the project or activity results in a product such as patent, publication, and so forth, the recipient must acknowledge the financial support of UW Tacoma.

VIII. Statement on Professional Development Funding for Part-Time Lecturers:

With the Dean's pre-approval, part-time lecturers who have a year or more of service with the SOE and have maintained satisfactory performance may be eligible for professional development awards pending funding availability. The request must pertain to professional development that will enhance and/or improve the part-time lecturer's teaching; the SOE cannot, at this time, support research or scholarly awards.

Part-time lecturers who are interested in applying for funding may send an e-mail to our main account at uwted@uw.edu with their name, years of service, date of event if applicable, amount requested (up to \$1,000 per biennium), and a brief statement regarding how the award will help them enhance or improve their teaching here at UW Tacoma in the SOE.

Please allow a minimum of four (4) weeks for your request to be reviewed by the SOE Dean.