

Career Development Guidelines

08/20/18

Statement of Purpose: The purpose of the Career Development Fund is to provide monetary assistance for the professional development of full-time faculty and staff. The Career Development Fund is negotiated in the State Contract and applies to all faculty and staff. The current Contract provides \$60.00 per year, per eligible full-time employee to create the budget.

Period of Eligibility: July 1st to June 30th of each year.

Eligible Items for Reimbursement: Includes, but is not limited to conference registration, copying materials for a conference presentation, unreimbursed travel expenses which include transportation (e.g., airfare, bus, train, personal vehicle mileage, taxi/Uber) to and from airport both local and at destination, pre-approved rental car, accommodations from one day prior to the start of a professional conference to one day following the end of the conference, and meals based on the per diem allotments *and budget availability*.

Ineligible Items for Reimbursement: Includes, but is not limited to supplies required for professional development (e.g., computers, software packages, paint, framing, cameras, film, tech equipment, printers, books, musical instruments, professional association fees, airport parking, and rental cars *not pre-approved*).

Total Amount of Compensation: Dependent upon the funds available and the number of applicants.

Prioritization of Funds:

- Priority will be given to employees who are identified by deans or supervisors through the performance reviews, retention process, or post-tenure reviews as necessitating professional development;
- If funds are available, no prioritization will be given to the role one plays regarding conferences (i.e. presenting a paper, organizing a panel discussion, poster presentations, and attending but not presenting);

If prioritizing funds is necessary, the following will apply:

1. Active role at a conference (presenting a paper, poster, discussant, roundtable, chair) -maximum reimbursement based on funds available;
2. Support for conducting research and the completion of a research project designed *to improve overall job performance*. Agenda for research must be submitted with the approved travel form followed by evidentiary support of what was accomplished submitted with the travel voucher. Depending on materials submitted – maximum or partial reimbursement based on funds available and evidentiary support provided;
3. Attendance at seminars, colloquia, conferences or other programs related to improving teaching techniques and methodology, or topics related to professional development activities *to improve overall job performance* - partial reimbursement.

Application: Due March 1st every academic year, the Associate Provost will circulate notification of the availability of career development funds and the application needed to apply for those funds. Deadlines for submission will be specified when the application becomes available mid-January.

***Please note that these guidelines are subject to modification through negotiations with the Union and the Administration.**