

Name \_\_\_\_\_  
Professional Development Fund Request Form

Date \_\_\_\_\_

Review the language of CBA 18.4-18.4.6

Describe specifically what you are requesting. Be specific about dates, purchases, quantities, etc.  
Attach a budget if necessary:

Describe how the requested travel or materials will enhance your teaching or contribute to your scholarly productivity (use additional pages if necessary):

Faculty Member's Signature: \_\_\_\_\_

Approved

Not Approved

Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*18.4 Professional Development Fund: The purpose of the Professional Development Fund is to afford each Bargaining Unit Faculty Member the opportunity to improve scholarship (for TET) and teaching (TET and NTE) in pursuit of the goals of the university. Both the University and the AAUP-WSU recognize the importance of continuous improvement in the skills and accomplishments of the faculty in these areas.*

*18.4.1 During each fiscal year of this contract each college shall make available a sum of no less than \$990 for each TET Bargaining Unit Faculty Member and \$550 each NTE Bargaining Unit Faculty Member for professional development. Professional development expenses may include but are not limited to: travel, software, hardware, books, journals, and supplies that directly support the teaching or research of the Member. This fund is not to be used for professional memberships unless such are needed in order to obtain publications not otherwise readily available. This fund shall not be used either to supplant routine computer hardware replacements or to obtain software for which the University purchases a site license. It may be used to replace hardware more frequently than the usual scheduled replacement cycle or to upgrade existing hardware.*

*18.4.2 Unused funds shall be carried forward from one year to the next by the college on behalf of each eligible faculty member. The maximum amount available to any Member pursuant to Sections 18.4.1 through 18.4.5 will be \$1,925 for NTE and \$3,465 for TET.*

*18.4.3 Disbursements from these funds must be approved by the Member's dean or designee. To request funds, a Member must submit to his or her department chair a written request that includes a statement describing how the requested travel or materials will enhance the Member's teaching (for TET and NTE) or contribute to scholarly productivity (for TET). 18.4.4 The impact or result of professional development funding should be reflected in each Member's annual faculty activity report.*

*18.4.5 Deans are not required to disburse faculty development funds to Members with a continuing pattern of poor performance, to Members who have not reasonably demonstrated productive use of past funds, or to Members whose requests do not show a direct relationship between the requested expenditure and their teaching or research that might reasonably lead to grants, publications, or other scholarly productivity.*

*18.4.5(a) During the term of this Contract that expires June 30, 2020, Deans will restrict approval of faculty development funds except in cases deemed critical to the College mission, or a prestigious or other important opportunity that is only available at the time of the request. Decisions will be reviewed by a provost or designee for consistency.*

*18.4.6 Nothing in this Article precludes Deans and/or Department Chairs from providing additional funds for travel or to support other professional development activities or needs.*