



Office of Academic Affairs

## Administrative Guidelines (Faculty)

### - For Distributing Full-Time Faculty Professional Development/Travel Funds

#### Guidelines Information

**Effective Dates:** June 1, 2015 – May 31, 2016

**Last Updated:** July 15, 2015

**Responsible Unit:** Office of Academic Affairs

**Related Forms:** 1) Summary of Faculty Travel Activities; 2) Travel Expense Report

**Scope:** Full-Time Faculty, Webster Groves

**Reason for Guidelines:** To provide guidance for the implementation of the full-time faculty Professional Development/Travel funds

**Overview:** Faculty professional development is a priority for Webster University. Each College and School has, in the Office of the Dean, a fund to support faculty professional development activities of its fulltime, stasured/probationary faculty.

The amount allocated to professional development/travel funds can be used to offset professional development, professional travel, or any combination. While these funds are not to be considered an individual entitlement, it is expected that reasonable requests and plans supported by chairpersons will be approved by the academic deans. It is expected that the Deans will work to ensure that all funds are fairly and fully distributed to support approved full-time faculty professional development and travel.

**Amount of Funding:** For AY/FY2015-16, funding is set at \$3,100 per full-time, stasured/probationary faculty member.

**Use of Funds for Professional Development:** Full-time, stasured/probationary faculty may request support for a variety of professional development activities. Requests are submitted by the department and approved by the academic dean. Professional Development Funds may be used for the following academic expenses:

- Academic publications

- Academic journal subscriptions (unless electronically subscribed to by the library on a current issue available basis)

- Professional membership dues and fees

- Professional certification, licensure, and insurance fees

- Classroom materials (e.g., demonstration materials, DVDs, videos, software)

- Direct costs for research

- Additional expenses not specified above that relate to professional development may also be considered

Professional development funds may not be used for personal salary, furniture, or capital equipment purchases. Authorization for salary for research assistance must be approved in advance by Academic Affairs, and comply with the guideline of the Human Resource Department. In addition, these funds may not be used for tuition or expenses incurred pursuing a degree at another educational institution.

**Use of Funds for Professional Travel:** Full-time, statused/probationary faculty may utilize Professional Travel funds to offset approved faculty travel expenses incurred for travel to professional conferences, workshops, and other educational events. The following types of expenses may be submitted for reimbursement:

- Expenses associated with transportation, lodging, and meals
- Conference, seminar, or institute fees
- Presentation expenses (e.g., copies, poster board, equipment rental)
- Additional expenses not specified above that relate to professional travel may also be considered.

Faculty are encouraged to present (poster, paper, symposium, etc.) when attending conferences. Faculty may use funds for conference attendance if attendance will better enable the faculty member to support new or existing academic programs and lead to an enhanced classroom experience for students.

These funds may not be used to offset faculty travel associated with administrative responsibilities (e.g., travel associated with the faculty's position as director of a program, travel associated with faculty searches). In this instance, travel funds should come out of a Department, School/College, and/or Academic Affairs budget.

Requests for professional travel are to be processed using the University's regular reimbursement, travel authorization, or acquisition procedures.

**Management of the Funds:** Deans' offices manage the funds with the expectation that the fund will be depleted over the course of the academic/fiscal year. To assist in effective management of the fund, faculty should make their plans and request funds early in the academic year. Faculty who anticipate expenditures in excess of the per capita allocation should submit requests as early as possible. Any remaining funds should be redistributed to faculty members who have requested additional approved funding.

**Timeline:** Full-time faculty members are expected to effectively plan for their professional development/travel activities early in the academic year. Funds may be accessed beginning June 1<sup>st</sup> of each academic/fiscal year. Funds not requested or expended before March 1<sup>st</sup> each year may be assigned, by the academic dean, to other full-time faculty professional development/travel needs.

**Report of Activity:** By the end of the academic year, faculty are expected to submit a report to their academic dean summarizing their professional development activities. For faculty travel, faculty must complete the "Summary of Faculty Travel Activities" and the "Travel Expense Report" within 10 working days of the travel return (and return to the Office of Academic Affairs).