

Full-Time Faculty Travel and Professional Development Funds

Annually, the Office of Academic Affairs will distribute funding to each College or School to support faculty professional development, including faculty travel. For the FY 2006-07, this funding will be distributed at approximately \$2,450 per full-time faculty member. This amount represents an allocation for faculty travel (\$1,800) and for professional development (\$650). To improve flexibility and to help maximize the greatest outcomes of these funds, these two funds are combined and assigned to the academic dean's office for distribution. While these funds are not to be considered an individual entitlement, it is expected that reasonable requests and plans will be supported by chairpersons and the academic dean. Faculty professional development is a priority for Webster University.

Professional Development Funds

Full-time faculty may request support for a variety of professional development activities. Requests are processed through the department chairperson and the academic dean.

Professional development funds may be used for the following academic expenses:

- Academic Publications
- Academic journal subscriptions
- Professional membership dues and fees
- Professional certification, licensure, and insurance fees
- Classroom materials (e.g., demonstration materials, DVDs, videos, software, etc.)
- Supplement Professional Travel
- Additional expenses not specified above that relate to professional development may also be considered. These funds may not be used for salary, furniture, or capital equipment purchases. Requests are to be processed using the University's regular reimbursement or acquisition procedures.

Professional Travel Funds

Full-time faculty may utilize Professional Travel funds to offset approved faculty travel expenses incurred for travel to approved 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, etc.).
- Additional expenses not specified above that relate to professional travel may also be considered.

Professional travel funds may not be used for salary, equipment, furniture, or capital purchases. These funds may not be used for tuition or travel expenses pursuing a degree at another educational institution. Requests are processed and approved through the department chairperson and the academic dean.

Timeline

Full-time faculty members are expected to effectively plan for their professional development activities early in the academic year. Funds not allocated or expended after March 1st may be assigned, by the academic dean, to other full-time faculty professional development needs.