

## Faculty Professional Development (IBA) Policy

The overall goal of providing professional development budgets is to enhance the resources provided to faculty. Faculty are allocated funds to cover conference registrations, travel, research data, journal submission fees, association dues, subscriptions, certifications, books, postage and shipping, and other appropriate job-related expenses. Faculty who have expenditure needs that exceed their annual professional development allocation should then consult with their department chair to request additional funds.

General utilization principles:

- These allocations are contingent on availability of resources.
- A separate allocation to department chairs may be available to consider variations in performance and needs across faculty in each department.
- These funds should be applied last to: 1) those faculty who hold endowed chairs with specifically outlined resources, and/or 2) faculty whose offer letter outlines additional funding.
- Faculty with programmatic responsibilities should receive a program budget that is a separate allocation based on program needs, and will be kept separate and distinct from their faculty professional development funds.
- Expenditures need to be made in the same fiscal year that the allocation was provided. Carry-forward of remaining balances at the end of a fiscal year will not occur. The following fiscal year, the professional development funds will be replenished.

### Faculty Professional Development Allocations

Individual faculty funding will align with the University's fiscal year of July 1<sup>st</sup> through June 30<sup>th</sup>.

<i>Rank</i>	<i>Professional Development</i>
Professor	\$6,000
Associate Professor	\$6,000
Assistant Professor	\$5,000
Clinical Professor	\$3,000

### Academic Departmental Budgets

Each department will identify an annual operating budget that captures the day-to-day needs along with other relevant expenditures to support the department faculty. Decisions regarding the utilization of these funds will be at the discretion of the chair. Budgetary amounts and resource allocation will be determined during the school's internal planning process in conjunction with the Dean's office.