The Edwards College of Humanities and Fine Arts
FACULTY PROFESSIONAL DEVELOPMENT FUNDING PROCEDURES

Important notes:

- **Funding is available to all full-time faculty members.**

- **Spend no money until you have received an approved Faculty Professional Development Request Funding form from the Dean.**

- The Faculty member should complete the Professional Development Funding Request form. Complete this form, print it, and turn it in to the Department Chair or Administrative Specialist. The Chair will rank the request based on the department’s criteria and forward the form to Rose Pleasant.

- Rose Pleasant will forward copies of each request plus spreadsheets of total requested allocations to the College Professional Development Committee. The Committee is comprised of all college department chairs or their assigned designee.

- After the Committee meets, Rose Pleasant will assign appropriate account numbers and obtain approval of the Dean. Once approved, the forms will be returned to the department Administrative Specialist who will communicate the approval and amounts to the Faculty member.

- If Professional Development request involves travel, the department Administrative Specialist will complete the Travel Authorization form, obtain the Chair’s signature, and forward all forms (Travel Authorization and original Professional Development Funding request) to Rose Pleasant in the Dean’s Office.

- The Travel Authorization form (only) will then be forwarded to Accounts Payable for final recording. Copies will be returned to the department Administrative Specialist, who should retain one for the department records and who will forward one to the Traveler.

- Once the Traveler receives notice that the travel has been approved, the Traveler should make his or her own arrangements. Travelers are expected to keep their budgets as low as possible under allowable limits so that the largest possible number of faculty can benefit from department funds.

- Within two weeks of return to campus, the Traveler should complete the Travel Reimbursement form (available online) and turn it into the department Administrative Specialist along with original receipts.

- Some expenses can be reimbursed to the Traveler prior to travel; these include airfare and conference registration (not association membership).

- If Professional Development Request does not involve travel, the Administrative Specialist will provide a copy of the request forms with approval amounts and account numbers to the Faculty member. The Faculty member should consult with the Administrative Specialist or with Rose Pleasant as to what paperwork should be submitted for reimbursement or as to what original receipts will be required for submission.
GENERAL GUIDELINES

Professional Development Funding Requests can include, but is not limited to, any of the following:

- Travel for a major refereed presentation (paper, poster), performance, or exhibit
- Travel for a panel discussant or round table participant
- Travel for attendance as a member of administrative board for conference or professional organization
- Travel for attending workshops and seminars or for research
- Shipping expenses associated with a performance or exhibit

Depending upon department priorities for Professional Development Funding, below is a list of some examples of expenses that may be reimbursed. Please check with the Department Administrative Specialist or Rose Pleasant to verify an expense that is not listed below:

- Airfare (including charges for one piece of luggage each way)
- Mileage
- Car rental expenses
- Hotel (including internet access)
- Meals (on a per diem basis, and only if not included in registration fees)
- Parking
- Local transportation (taxi, airport shuttle, bus, subway)
- Registration fees (but not organizational membership fees)
- Visa fees (but not passport application fees)
- Shipping costs associated with performances or exhibits

Note that official receipts from the vendor (not credit card bills) are required for reimbursement. Proof of payment must be visible on the receipt or a credit card statement must be attached, as well. Receipts are not required for per diem meals, but travel times and conference programs must be submitted.

Calls for requests will be made by Rose Pleasant 3-4 times per year with deadline dates set by the committee.