

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

**Important notes:**

- Funding is available to all slotted faculty members.
- For 2023-24, tenured and tenure-track faculty are eligible to receive a maximum of \$1,600 per domestic activity and \$2,200 per international activity.
- Lecturers are eligible to receive a maximum of \$1,200 per domestic activity and \$1,650 per international activity.
- Second activities for tenured and tenure-track faculty are funded at \$1,200 per domestic activity and \$1,650 per international activity.
- Priority for second activities goes to untenured assistant professors.
- Spend no money until you have received an approved Travel Authorization from the Dean. For international trips, approval from the Office of Global Engagement is also needed.

**The application process:**

- Calls for requests will be made by the business manager three times per year with deadline dates set by the Professional Development Committee. Please submit your application at the *earliest* possible call in the fiscal year (see bullet #6 regarding provisional approval).
- Complete the Professional Development Funding Request form. On the form, please indicate how many requests you plan to submit this year. If more than one request, please indicate which of those requests is *your* highest priority. The Professional Development Committee will consider your priorities along with the ranking placed on the activity by the department chair (see next bullet).
- Submit the form to the department chair or administrative specialist. The chair will rank the request based on the department's criteria (found on the [Faculty Forms and Resources page](#)) and forward the form to the business manager.
- The business manager will forward copies of each request plus spreadsheets of total requested allocations to the Professional Development Committee. The committee is comprised of department chairs or their assigned designee.
- After the committee meets, the business manager 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.

- Some applications may be granted a *provisional* approval (e.g. in a case where a paper is still under consideration by a conference at the time of the funding request). Provisional approvals are contingent upon final acceptance (i.e. evidence that the paper has been accepted by the conference). Travel authorizations will not be granted without evidence of final acceptance.
- 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, approved International Travel Funding Request Form (for international travel), and original Professional Development Funding request) to the business manager. If your trip has been approved provisionally, DO NOT spend any money until you have received final approval from the Dean's Office for domestic trips and the Office of Global Engagement for international trips.
- 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.
- 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 the business manager 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 are not limited to, any of the following (for department-specific information, please see [departmental rankings](#)) :

- 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 expenses that may be reimbursed. Please check with the Department Administrative Specialist or the Business Manager 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. A credit card statement may be attached, as well. Receipts are not required for per diem meals, but travel times and conference programs must be submitted.