

Guidelines for Professional Development Funds Usage, 2017-18* (approved by CoB Council in August 2017).

Professional Development Funds (PDF): These are intended for specific activities that directly result in research and scholarship progress. They are available for qualified tenure-track & tenured faculty. Faculty can receive their current PDF balance information from the Department Chair and/or department office. All expenses MUST be pre-approved. The PDF can be used for the research related activities specified in this document, in accordance to CSU EO 1054 which supports AACSB accreditation.

The maximum allowable PDF across all activities in all tables combined (including conferences) in a year (July – June) is set to \$3500.

The document is categorized into the following subsections:

- 1) Travel (Conference Presentations)
- 2) Direct Research Expenses
- 3) Indirect Research Expenses

We now present each of these sections in detail:

For all travel as specified in Table 1 below, only one trip per each half of the calendar year is permitted (July – Dec, Jan-June).

Table 1: Travel (Conference Presentations)

Activity	Conditions	Level of Approval	Limitations	Permissible/Negotiable
1. Domestic Conference Travel	Faculty participation that aids publication efforts	Chair, Dean	See note 1 below	Permissible (the faculty is presenting a paper).
2. International Conference Travel	Faculty participation that aids publication efforts	Chair, Dean, Dept. Funds or President's approval.	See note 2 below	Permissible (the faculty is presenting a paper).

Only one international conference presentation is permitted per fiscal year.

1. **For Domestic conference travel,** it is compulsory that the faculty first apply for Faculty Travel Award with the university for \$1000. The maximum amount of PDF available after that is \$2000. Thus, the total amount of funds available to support domestic conference is \$3000.

In case the faculty member intends to travel for a second conference that year (either domestic or international), he/she can choose not to apply for Faculty Travel Award for the first conference trip, and this has to be specified clearly to the Department Chair for approval. In such a case, the total amount of funds available to support domestic conference is \$2500.

2. **For International conference travel**, it is compulsory that the faculty first apply for Faculty Travel Award with the university for \$1500. The maximum amount of PDF available after that is \$2000. Thus, the total amount of funds available to support international conference is \$3500. In case the faculty member does not receive the Faculty Travel Award from the university (an evidence of rejection letter should be provided to the CoB Fiscal Affairs Office), a total of \$3000 from PDF will be made available for international travel.

Due to CoB policy, per diem expenses are currently not permitted from PDF.

Table 2: Direct Research Expenses

Activity	Conditions	Level of Approval	Limitations	Permissible/Negotiable
1. Purchasing software	Research purposes	Chair, Dean	Not for teaching	Permissible
2. Purchasing enhanced computers	A supplement to the refresh option, extra funds needed	Chair, Dean	For demanding research purposes	Negotiable Non-Negotiable: Printers, Toners
3. Purchasing databases	Large datasets required	Chair, Dean	For research purposes	Permissible & Negotiable
4. Research related costs: transcription, editing, surveys, data collection, paying participants in experiments, etc.	Linked to potential academic publications, presentations.	Chair, Dean	Large amounts open for negotiation on a case by case basis.	Permissible & Negotiable
5. Student Research Assistant	Statement of assignment	Chair, Dean	No teaching assistants	Permissible

For activities 1 through 4 listed in Table 2, there will be a limitation based on the type of purchase.

Table 3: Indirect Research Expenses

Activity	Conditions	Level of Approval	Limitations	Permissible/Negotiable
1. Purchasing books	For research only	Chair	Research & instruction	Permissible
2. Buying periodicals (non-library)	Not available otherwise	Chair	Academic research	Permissible
3. Professional Association Membership Fees	Required for conferences, professional development	Chair	Academic in nature; one per year.	Permissible
4. Journal submission Fees	Peer Reviewed Journals	Chair	Three per year	Permissible

For activities 1 through 4 in Table 3, there will be a limitation based on the type of purchase and the will be determined based on a discussion in the monthly Chairs council meeting. *Upon permanent departure from the University, all physical assets purchased with PDF Funds should be returned to the University.

Please contact the Department Chair for details on the usage of funds for all activities discussed in this document.