

**Professional Development Funds (PDF)
College of Business 2013-2014 Academic Year**

Professional development funds are intended for significant investments in specific activities that directly result in research and scholarship progress.

Purpose

For Tenure/Track Faculty who received their Ph.D. *less* than five years ago:

- research and scholarship activities leading directly to achievement of tenure and promotion requirements in Professional Achievement and Growth, as defined in department's RTP criteria

For Tenure/Track Faculty who received their Ph.D. *more* than five years ago:

- research and scholarship activities leading directly to achievement of tenure and promotion requirements in Professional Achievement and Growth, as defined in department's RTP criteria **and** leading directly to annual achievement of Academically Qualified status, as defined by the College of Business AQ Criteria http://cob.sfsu.edu/cob/faculty/view_page.cfm?pid=14

For Tenured Faculty:

- research and scholarship activities leading directly to annual achievement of Academically Qualified status, as defined by the College of Business AQ Criteria http://cob.sfsu.edu/cob/faculty/view_page.cfm?pid=14 or promotion as defined in department's RTP Criteria for Professional Achievement and Growth

Guidelines

Professional Development Fund Expenditures

- Travel to conferences related to scholarship activities where faculty member's participation is likely ultimately lead to publication in a peer review journal.
- Support is given for round trip economy class air, early registration conference fee, hotel room and taxes during the conference only. Hotel before and after the conference is at the faculty's expense, as well as transportation between airport and hotel and airport and home/office. Per diem/sustenance and food/drink expenses will **not** be supported.
- International travel is permitted according to University policy (President Approval).
- Multiple trips can be approved for the year. However, in any semester, only one trip which necessitates the faculty member's absence from class will be approved.
- Student assistant for research/scholarship activities. A specific statement of the assignment is included in the faculty member's request. Faculty members will be asked to explore hiring Work Study students wherever possible.
- Professional association membership fees required for conference attendance or in association with journal article submission fees. One membership per year.

- Transcription or Editing fees
- Survey costs
- Databases directly connected with specific research project
- Journal submission fees for peer-reviewed journals

Support is not provided for the following:

- Computer hardware or software unless directly related to a specific research project.
- Periodicals that are available full text online from Library

Procedure

\$2,000 is added to the PDF account balance for all tenured faculty who are AQ in 2010-2011. The annual amount committed to tenure track faculty at the time of their hire is added to their PDF account balance. Faculty can receive balance information from the department office manager's or fiscal affairs office (BUS 325).

Faculty have entered a current professional development plan on Digital Measures. Expenditures should be associated with items in the faculty's professional development plan to achieve tenure or promotion, or to achieve/maintain AQ status.

All expenses must be **pre-approved**, and faculty follow the normal procedures for pre-approval of expenditures: <http://www.cob.sfsu.edu/cob/faculty/forms.cfm>. A statement of research/scholarship purpose is required.

Chairs approve expenditure requests according to the above guidelines.

New

Faculty may be eligible for an additional \$1,000 toward air fare and hotel costs via the university's Faculty Affairs Travel Award for "personal refereed presentations of results of original research and creative activity at conferences and meetings of recognized scholarly societies."

Eligible faculty are asked to complete the Faculty Affairs Travel Award form and submit it to the COB Fiscal Affairs office in BUS 325 (Charlene/Bonnie) along with the other travel pre-approval forms. We will submit your form for you to Faculty Affairs. COB has arranged with Faculty Affairs that COB faculty complete all air fare arrangements and travel reimbursements through Charlene/Bonnie. Faculty do not need to contact Faculty Affairs: http://academic.sfsu.edu/CMS_uploads/files/27faff-678.pdf

New

Effective July 7, 2011, general fund sources, e.g., PDF, may **not** be used for international travel. Review the Travel Bulletin Required Approvals, July 2011:

<http://fiscaff.sfsu.edu/generalinformation/departments/travel/index.jsp?menu=15#travelbulletins>