

Guidelines for Professional Development Funds Usage, 2021-22* (approved by Dean and PDRC in December, 2020).

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 major change to the PD funds usage for this academic year 2021-2022 has two components.

- (a) LFCoB will introduce a “use it or lose it” and no carryforward policy on PDF’s that eligible faculty receive for the current academic year. For the current year (2021-2022), PD Funds allotted is \$1700 for eligible tenured faculty and \$2500 for eligible assistant professors. For these PD funds, a less restrictive pdf usage policy is approved which is presented towards the end of this document. See page 4.
- (b) All prior accumulations in faculty member’s PDF “account” will remain and will not be subject to use it or lose it rules, but for prior accumulations the existing more restrictive PDF policies shall apply. These prior usage guidelines (based on the earlier PDF guideline document of 2018-2019) as applicable to the academic year 2020-2021 are presented in this document.

Further, the maximum allowable PDF spending across all activities (prior usage guidelines as well additional new usage guidelines) in all tables combined (including conferences) for this academic year (July – June) for 2021-2022 is set to \$2500 for tenured faculty and Assistant Professors. (If a faculty member’s PDF account balance from this year’s PD fund allocation and prior accumulations is lower these amounts, the maximum allowable PDF spending in an academic year is limited to that balance amount)

Prior Usage guidelines

The document is categorized into the following subsections:

- 1) Peer-Reviewed Conference Presentations
- 2) Direct Research Expenses
- 3) Indirect Research Expenses

We now present each of these sections in detail:

Table 1: Peer-Reviewed Conference Presentations

Both Domestic and International Conference Presentations this academic year (2021-2022) are virtual and no physical travel is permitted. This has been policy of both the College and University for this academic year. No Faculty Travel award from Faculty Affairs and Professional Development is available at the University level due to this.

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

There is a limit of two conference presentations per fiscal year, only one of which may be international.

- For Domestic conferences**, the maximum amount of PDF available is \$2000. In case the faculty member intends to travel to a second conference that year (either domestic or international), the total amount of funds available to support the conferences is \$2500 for tenured faculty and Assistant Professors.
- For International conferences**, the maximum amount of PDF available is \$2000. Conferences in Canada and Mexico are considered as International as per the University Policy.

Note that, given the conferences are virtual, we anticipate the amount spent for conference presentations to be much lower than before, as air and hotel expenses are not incurred.

Virtual peer-reviewed poster presentations are permitted (within United States).

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 this 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.

Additional Usage guidelines

For the current year (2021-2022), PD Funds allotted is \$1700 for tenured faculty and \$2500 for assistant professors. For these PD funds, a less restrictive pdf usage policy is approved which is as below.

Permissible Less Restrictive Usage for Current Academic Year (2021-2022) "Use-it-or-Lose-it Funds"

- ▶ More than two peer-reviewed conferences per year with accepted papers or presentations are allowed.
- ▶ Up to \$500 allowed to attend professional/industrial/practitioner conferences.
- ▶ Allow up to an annual cap for continuing education. Following this, the faculty are required to give a workshop to the college in a seminar forum or offer classes based on their learnings in their classes.
- ▶ The number of reimbursable professional memberships increases from 1 to 3.
- ▶ Reimbursement for workshops bundled with conferences is allowed.
- ▶ Reimbursement for attending conferences where faculty have other formal roles such as program committee, track chair, session chair, discussant is allowed.
- ▶ Reimbursement is allowed for up to \$750 for invited talks with formal letters of invitation at other universities.
- ▶ Technology related purchase reimbursement up to \$300 related to research such as hard drives and parts to keep computers up to date is allowed. No reimbursement for printers/toners etc. PD funds may also be utilized to upgrade the computer during a 4-year refresh. The \$300 cap does not apply when upgrading the computer during refresh but overall PDF caps will apply.