

Guidelines for Professional Development Funds Usage, 2022-23 (approved by Dean's office and PDRC in November, 2022)

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 with CSU EO 1054 which supports AACSB accreditation.

- (a) LFCoB introduced the “use it or lose it” policy starting academic year 2020-2021. According to this, there is a no carryforward policy on PDF’s that eligible faculty receive in an academic year. For the current year (2022-2023), PD Funds allotted is \$2000 for eligible tenured faculty. Eligible tenure-track faculty receive \$800 this year in addition to \$2,000 per employment package. For PA tenured-faculty, PD funds allotted is \$1000 and for Non-SA/PA tenured faculty \$500 is allocated. For these PD funds, a less restrictive pdf usage policy is approved which is presented towards the end of this document. See page 5.
- (b) All prior accumulations in faculty member’s PDF “account” will remain as long as they are employed at SF State 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 2022-2023 are presented in this document.

Furthermore, 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 2022-2023 is set to \$2800 for tenured faculty and for Assistant Professors. (If a faculty member’s PDF account balance from this year’s PD fund allocation and prior accumulations is lower than these amounts, the maximum allowable PDF spending in an academic year is limited to that balance amount). Furthermore, the PA tenured faculty and Non-SA/PA tenured faculty will have access for up to \$800 from past accumulated balances.

To summarize the above, the allocation is as follows for the academic year 2022-2023:

- Tenure-track eligible faculty, \$2,800 (use-it-or-lose-it, less restrictive policy). No access to the accumulative balances.
- SA-Tenured faculty, \$2,000 (use-it-or-lose-it, less restrictive policy). \$800 from accumulated balance (Old policy)
- PA-tenured faculty, \$1,000 (use-it-or-lose-it, less restrictive policy). \$800 from accumulated balance (Old policy)
- Non-SA/PA (Additional) Tenured faculty, \$500 (use-it-or-lose-it, less restrictive policy). \$800 from accumulated balance (Old policy)

The major changes to the PD funds usage for this academic year 2022-2023 are the following:

1. As in-person travel is permitted for attending conference from 2022-2023, the old criteria from the 2018-2019 PD funds usage document is re-instated. Please see the section on Peer-reviewed conference presentations for details.
2. The purchase of books for teaching purposes (with a limit of up to \$500) is approved.
3. Under the “Additional Usage guidelines”, for the Technology related purchase reimbursement up to \$300, the purchase of these additional items is

permitted: microphone, camera, extra power adapters for computers, backup battery for computers, mouse, headphones, an extra monitor (e.g. large screen monitor) and other related items.

4. Under the “Additional Usage guidelines”, PD funds of up to \$750 per semester are now allowed for hiring Instructional Student Assistants, for the facilitation, completion and grading of homework assignments, quizzes, and exams.

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 (2022-2023) can be virtual or in-person and physical travel is permitted. Faculty Travel award from Faculty Affairs and Professional Development is available at the University level this academic year.

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.

1. **For Domestic conferences,** If the Faculty Travel Award from Faculty Affairs and Professional Development is available, it is compulsory that the faculty first apply for the Faculty Travel Award with the university for the \$1000 that is normally available. The maximum amount of PDF available after that is \$2000.

Thus, the total amount of funds available to support domestic conference is \$3000. Peer-reviewed poster presentations are permitted only domestically (within United States). 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 the 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 \$2800, if the faculty member has these funds available in his/her account for the academic year 2022-2023. *Furthermore, domestic travel is permitted only to those states not on the restricted list by the State of California.*

2. **For International conferences**, if the Faculty Travel Award from Faculty Affairs and Professional Development is available, it is compulsory that the faculty first apply for the 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 (evidence of the rejection letter should be provided to the CoB Fiscal Affairs Office), a maximum of \$2800 from PDF will be made available for international travel, if the faculty member has these funds available in his/her account for the academic year 2022-2023. Travel to Canada and Mexico is considered as International Travel by the University Policy.

For the academic year 2022-2023, Faculty Travel award from Faculty Affairs and Professional Development is not available.

With the new LFCoB policy, per diem expenses are permitted from PDF for the academic year 2022-2023.

Note that, virtual conferences (domestic, international) and virtual peer-reviewed poster presentations (within United States) are permitted. We anticipate the amount spent for virtual conference presentations to be much lower than before, as air and hotel expenses are not incurred.

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 computer technology	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 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
1a. Purchasing books	For research	Chair	Research & instruction	Permissible

1b. Purchasing books	For teaching	Chair	Up to \$500	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 (2022-2023), PD Funds allotted is \$2000 for tenured faculty and \$2800 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 (2022-2023) “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. Furthermore, the \$300 may be used for the purchase of the following: microphone, camera, extra power adapters for computers, backup battery for computers, mouse, headphones, an extra monitor (e.g. large screen monitor) and other related items.
- ▶ PD funds for up to \$750 per semester are now allowed for hiring Instructional Student Assistants, for the facilitation, completion and grading of homework assignments, quizzes and examinations. These funds cannot be used for helping instructors with teaching classes or holding office hours. The Instructional Student Assistant hired should be well-qualified (e.g. students in the Master programs or UG students in the major concentration of the course or UG students with high GPA). The hiring of the Instructional Student Assistants by faculty needs approval of the department chair and hence the above criteria for hiring are stated in the relevant hiring forms.