

LANDSCAPE ARCHITECTURE DEPARTMENT FACULTY DEVELOPMENT FUNDS POLICY

The Landscape Architecture Department strives to support faculty in their development and teaching. The goal of the Faculty Development Funds Policy is to provide guiding principles for the department's support for professional development activities and class field trips. Reimbursement is available after a request that is submitted by the faculty, approved by the Department Head and with the submittal of appropriate forms and receipts.

TENURED, TENURE-TRACK FACULTY, AND ENTITLED LECTURERS

Tenured faculty members, probationary faculty members in their third through sixth probationary year, and entitled lecturers have available up to a maximum of \$1,300 per academic year.

Up to \$300 of these funds may be used for travel expenses related to class field trips per year. The \$300 may also be used for activities agreed to by the Department Head that would enhance their professional development.

Up to \$1,000 of these funds is available for travel expenses related to presenting a paper, organizing a conference, or participating on a conference panel that advances the faculty member's professional development goals within the department and college. If this \$1,000 allocation is not utilized to present a paper, organize a workshop or conference, or participate on a conference panel, then up to \$200 may be used for attending a conference or workshop agreed to by the Department Head that would enhance the faculty member's professional development.

NEW PROBATIONARY FACULTY

Newly hired probationary faculty members have available up to a maximum of \$2,300 per academic year for their first two probationary years. Up to \$300 of these funds may be used for travel expenses related to class field trips.

Up to \$2,000 of these funds is available for travel expenses related to presenting a paper, organizing a workshop or conference, participating on a conference panel that advances the faculty member's professional development goals within the department and college, attending a conference or other activities agreed to by the Department Head that advances the faculty member's professional development goals within the department and college.

FULL-TIME ACADEMIC YEAR LECTURERS

Full-time lecturers hired for the full academic year have available up to a maximum of \$500 per academic year.

A maximum of \$300 of these funds may be used for travel expenses related to class field trips. The \$300 may also be used for activities agreed to by the Department Head that would enhance their professional development.

The remaining \$200 may be used for attending a conference or workshop agreed to by the Department Head that would enhance their professional development.

PART-TIME LECTURERS AND FERPS

Part-time lecturers and FERP participants have available up to a maximum of \$100 per active quarter. The money may be used for travel expenses related to class field trips or attending a conference or workshop that would enhance their teaching.

STAFF

Full-time staff members have available up to a maximum of \$200 per academic year that may be used for attending a workshop or other training activity agreed to by the Department Head that would enhance their job skills.

PROCEDURES

If a request satisfies the criteria for funding and the submittal requirements outlined in this document, every effort will be made to fund the request up to the funding limits defined in this document given the availability of funds. However, funding may be exhausted in certain years when a high demand occurs from the faculty. Therefore, the department encourages early submission of the Travel Request Form in order to be able to gauge faculty demand and equitable distribution of limited funding resources. The department reserves the right to reallocate travel funds which originate from the department's Operations and Expenses (O+E) budget as necessary to meet other departmental needs.

Departmental professional development funding is offered as a supplement to the CAED Professional Development Fund. All faculty members are encouraged to apply for CAED funds, as applicable. Applicants receiving a CAED award will be eligible for reimbursement of the balance of their claim from the landscape architecture department up to the maximum specified in this document. Applicants not receiving funding from the CAED Professional Development Fund are still eligible to apply for departmental funding up to the maximum specified herein.

Faculty members are allocated a base sum for professional development as described in this document. If they exhaust their allocation they may apply for additional development funds. However availability of these funds is **very limited** and contingent on funds remaining after allocations have been made as described in this document and this occurs only on **rare occasion**. If these funds do become available, priority will be given to requests to cover travel expenses related to presenting a refereed paper or organizing a workshop or conference that advances the faculty member's professional development goals within the department and college.

TRAVEL REIMBURSEMENT PROCESS

Travel reimbursements are made only for conference registration, lodging, and transportation, according to university policy. The Department will not reimburse faculty for meals and incidentals.

Faculty members are requested to inform the department of their intent to travel by preparing a Travel Request (CPSU Form 1A) and a Travel Expense Worksheet in advance of their trip. The Travel Request, including all funding requested, must be submitted and approved prior to the travel date. The following describes the process:

1) Pre-Travel

- * A one to two page memo that describes your funding request, including justification for the travel related to your professional development plan.
- * A copy of your Professional Development Plan.
- * A copy of your CAED Professional Development Fund Application (if applicable).
- * A Travel Request Worksheet. This is a departmental form to help estimate your expenses prior to your trip. It is not a request for funds, but an aid in determining how much funding to request. Kathy Mastako uses the information from the worksheet to generate the Travel Request CPSU Form 1A.
- * Sign the Travel Request CPSU Form 1A and return to Kathy for processing.
 - ✧ Note: If you are requesting a travel advance, you must pick up your check at the cashier prior to your travel date(s).
 - ✧ The signed Travel Request CPSU Form 1A, including all funding requested, must be submitted and approved **prior** to the travel date.

2) Post-Travel

- * Travel Expense Claim (required for reimbursement). Complete this form within 10 days of your return. Submit all original receipts with your claim. Your reimbursement check will be sent to you via campus mail unless you specify otherwise.
- * Report on Professional Development Activity. The following **MUST** be submitted with the Travel Expense Claim in order to be reimbursed:
 - ✧ A post-activity report describing highlights of the activity, and
 - ✧ A copy of any paper(s) or presentation(s) made.