

# Criteria, Guidelines and Policies Regarding Article 24 Faculty Development Funds

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**To:** Deans  
College Faculty Development Committees

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**Subject: Criteria, Guidelines and Policies Regarding Article 24 Faculty Development Funds**

## **I. Introduction**

The 2013-2016 Collective Bargaining Agreement (CBA) between UC and the AAUP ushers in a new way of handling professional development monies effective during the 2014-2015 and 2015-2016 academic years. The Faculty Development Committee (FDC) is no longer in existence. In its place will be two new points of access for faculty development funds for individual faculty members or collaborative groups:

- (1) College Faculty Development Committees per Article 24.3.1; and
- (2) The Provost's office for collaborative or interdisciplinary projects per Article 24.3.2.

In addition, the Provost will have \$275,000 in each of the coming 2 years to fund additional faculty development projects, with input from the Faculty Senate per Article 24.7.

Approximately \$420,000 in total will be available in each of the next two years (2014-15 and 2015-16) for distribution by College Faculty Development Committees. That total will be distributed to each College on a pro-rata basis based on the number of full-time bargaining unit members each college has as of August 15 of that year.

This document will set forth the criteria, guidelines, and policies to ensure compliance with the CBA in relation to the distribution of these funds by College Faculty Development Committees.

## **II. The College Faculty Development Committee**

Article 24.2 provides that "each College will establish a committee to review, approve or reject, and distribute monies for the awards" described below. That section goes on to state that "[e]ach Committee shall be composed of an equal number of administrators or other persons appointed by the Dean and Faculty Members elected by the Faculty Members of the



College.” Library faculty from all colleges and from University Libraries shall compose a single College for purposes of Article 24 and the role of Academic Unit Head shall be filled by the Dean of Libraries.

A. Guidelines for Committee Formation:

1. Committee membership should be limited to a manageable even number. A size of 4, 6, or 8 members is recommended.
2. Half the members shall be AAUP bargaining unit Faculty Members elected by the College Faculty.
3. The Dean shall appoint the other members. Ideally, these should be administrators. All decanal appointees should hold a faculty title in the College.
4. The terms of all members shall be specified by the Dean in consultation with the Faculty and shall be equal (except as necessary to allow for staggered terms or filling of vacancies).
5. It is recommended that the election method have term limits and/or a method to rotate representation among departments. Decanal appointees should be rotated as practical.
6. A method of filling elected vacancies must be specified. It is recommended that if there is a vacancy in an elected seat, the Dean appoint a member to serve until the next election when a new member can be elected to fill the unexpired term.
7. As long as the membership complies with Article 24, an existing faculty development committee may be utilized or, if agreeable to the Faculty and the Dean, an existing committee may have Faculty Development added to its charge.

B. Guidelines for Operation of the Committee:

1. The Committee shall elect a chair.
2. Tie votes are resolved by the Dean, per Article 24.2.
3. All awards must comply with Article 24 of the CBA.
4. Prior to soliciting applications, the Committee shall set and make known the priorities for funding. Recommended factors which should be considered in setting priorities are:
  - i. Tenure status; with preference to untenured, tenure track faculty;
  - ii. Faculty with identified need for faculty development, especially as part of an Article 33 performance improvement plan;
  - iii. Length of time between receipt of faculty development awards;
  - iv. Uniqueness of the experience for the faculty member as opposed to funding the same activity for a faculty member multiple times.
5. The Committee shall determine its own deadlines, method of review and method of voting on applications.
6. The Committee cannot approve applications for activities after the fact.

C. Guidelines for Timing:

1. In each semester, the Committee shall publish whether Faculty Development funds are available, the dates applications will be accepted and the funding priorities.
2. Subject to the availability of funds, the Committee shall solicit applications each semester.

3. As specified in the contract, applications cannot precede the activity by more than six months for Discipline Based Opportunities. Therefore, the Committee's Calendar shall provide for a rapid review of such applications to allow Faculty Members to meet the deadline and have reasonable time to make appropriate arrangements.

D. Assistance from the Provost's Office

1. The Provost's office will modify the existing FDC Blackboard site to accept submission on behalf of the Colleges. A standard form will be provided to assure contract compliance and to aid in tracking.
2. Each College will designate a staff member who will have access to the blackboard site.
3. Faculty will be directed to the web site to request funds and the applications from a college will be stored in a folder for that college. The designated staff member can then download the applications for the committee at the appropriate deadlines.

**III. Award Types**

There are three types of faculty development awards to be distributed by the College Faculty Development Committee. Funds for these awards are only available to members of the AAUP Bargaining Unit.

A. Discipline-Based Opportunities: Fast Track – Article 24.3.1.A

- a. This award is for expenses related to any conference (to participate, present, moderate or attend), event, or opportunity, at the local, state, regional, national or international level, in support of a faculty member's professional development.
- b. This award is limited to amounts of \$2500 or less.
- c. Applications for this type of award must come to the College Faculty Development Committee with prior approval from the applicant's academic unit (each academic unit is to determine how this is best handled).
- d. Applications cannot precede the activity in question by more than six (6) months.
- e. There is a maximum of one funded application per faculty member per academic year of this type of award.

B. Hardware, Software and Other Supporting Materials for Professional Development: Fast Track – Article 24.3.1.B

- a. This award is for funding for hardware and/or software purchases or other supporting materials which support professional development.
- b. This award is limited to amounts of \$500 or less.
- c. Applications for this type of award must come to the College Faculty Development Committee with prior approval from the applicant's academic unit (each academic unit is to determine how this is best handled).
- d. Applications cannot precede the activity in question by more than six (6) months.
- e. There is a maximum of one funded application per faculty member per academic year of this type of award.

C. Disciplinary or Extra-disciplinary Professional Development Opportunities: Full Review  
– Article 24.3.1.C

- a. This award is for expenses related to any conference (to participate, present, moderate or attend), event, or opportunity, at the local, state, regional, national or international level, in support of a faculty member's professional development.
- b. This award may also be for events which aid in the development of knowledge, skills, and abilities associated with extra-discipline learning and training to support professional development of an individual's teaching, leadership, or scholarly activity.
- c. This award is limited to amounts between \$2500 and \$4,000.
- d. Applications for this type of award must come to the College Faculty Development Committee with prior approval from the applicant's academic unit (each academic unit is to determine how this is best handled).
- e. Applications cannot precede the activity in question by more than six (6) months.
- f. There is a maximum of one funded application per faculty member per academic year of this type of award.

IV. Financial Tracking Guidance

All colleges should house these awards in their Faculty Development designated funds. We encourage the colleges to set up a new cost center for the FY15 AAUP FDC allotments to live within your fund and create internal order numbers for each faculty awardee. The colleges must be able to provide reports to the Provost Office on each award and its expenditures throughout the year.

- a. Monies from Article 24 shall not be comingled with other Unit or College Faculty Development Funds. Matching funds are allowed as long as the sources are kept separate and are clearly identified.
- b. Spending of funds shall be in accordance with University Rules. Funds shall be spent only on the activity specified in the application, within the time frame specified in the application and for actual cost of the activity. Unused funds must be returned to the College Faculty Development Committee.
- c. The Dean may approve changes to an award if they are caused by circumstances beyond a faculty member's control, do not alter the original intent of the award and do not violate the Article 24 limits. Examples of allowable changes are increases in the cost of airfare, hotels or registration that occur between the time the proposal is submitted and funded or allowing a faculty member to attend the same seminar but on a different date. The Committee shall be notified of such changes.
- d. If a faculty member's travel application is approved and the faculty member is, for any reason, unable to travel, all funds (less non-refundable money spent) must be returned to the College Faculty Development Committee.

**V. Additional Requirements**

**A. Unspent Monies:**

1. Per Article 24.6, any of these funds that remain undistributed by June 30 of each year will be returned to the Provost's office to be used at the Provost's discretion on other faculty development endeavors.

**B. Appeals of Committee Decisions:**

1. Per article 24.9, decisions by College Faculty Development Committees to fund or not fund applications under Article 24 are not grievable.

**C. Reporting:**

1. Article 24.8 establishes reporting requirements for awards distributed for faculty development.
2. As such, by no later than July 15, 2015 (for awards distributed during the 2014-2015 academic year) and July 15, 2016 (for awards distributed during the 2015-2016 academic year), each College is to provide the Vice Provost for Academic Personnel a report that will include the name of the faculty member funded, his/her department and college, the type of award funded and the amount awarded.