

## Policy for the Dispersal of Departmental Faculty Development Funds

As early in the fall semester as possible, the Chair will announce the amount of Faculty Development Funds available to each fulltime faculty member for that academic year. S/he may use the amount at his or her discretion for travel to conferences, workshops and archives, purchase of books and/or software, and other matters related to faculty development.

If by the end of the fiscal year the faculty member has not spent the allotted amount, s/he will lose further claim to those (remaining) funds unless an email is sent to the Chair by June 30 with the request to save them for the next academic year and briefly justifying why the amount is to be saved. Faculty members may save funds over a three-year period, but must spend the accrued funds by June 30 at the end of the third year. Once a faculty member has spent his or her funds, a new three-year period begins. An extension beyond the three years may be requested by June 30 of the third year. The extension request should explain why the funds have not been spent and include a reasonably detailed plan on how the funds will be spent in the fourth year.

This new policy begins with the 2009-2010 academic year.

Approved 2/5/2009