**Professional Development Policy Template**

Insert: Unit Name

Insert: Date

The [Insert Unit Name] is committed to encouraging and supporting faculty in professional development activities that further the university’s academic mission and enhance teaching, scholarship, research, creative activities, service, and equity and inclusion. Career NTTF and tenure-related faculty are eligible to receive or compete for available professional development funds. This policy does not address the expenditure of academic support account (ASA) funds, external grants or awards which have restrictions on use, or endowment funds which have restrictions on use.

Professional development includes, but is not limited to:

* Workshops
* Courses
* Training
* Professional conferences
* Participation in professional organizations related to the faculty member’s academic discipline and job duties
* [Unit may add additional examples]

The following procedures and criteria govern the allocation of available professional development funds.

* [Insert unit-specific procedures and criteria.]

1. [Refer to unit internal governance policies for relevant provisions regarding policy development.]
2. [If a competitive process is used, the criteria should take into account unit and/or university priorities.]
3. [Briefly address how professional development funds become available with the caveat that professional development funds might not be available every year.]