Professional Development Funding Policies and Procedures

Department of Physical Education and Recreation
Updated September 23, 2019

The Department of Physical Education and Recreation is committed to encouraging and supporting faculty in professional development activities that further the university's academic mission and enhance teaching, scholarship, research, creativity, service, and equity and inclusion. Career NTTF faculty are eligible to request professional development funds.

Professional development includes, but is not limited to:
- Workshops
- Courses and webinars
- Training
- Professional conferences
- Participation in professional organizations related to the faculty member's academic discipline and job duties

Criteria and procedures for allocating professional development funds.

1. The Professional development funding allotment for Physical Education faculty is determined by the annual budget.
   a. Faculty are eligible for funding until the yearly allotment is depleted.
   b. According to University regulations, the department cannot pay for required certifications.

2. The process for requesting and receiving professional development funding include:
   a. Faculty should discuss professional development opportunities with their designated supervisor to determine the appropriateness of the funding request (see criteria in 2c below).
   b. Faculty must submit a request for approval to the Associate Director at least one month prior to the scheduled event.
      i. Faculty are encouraged to submit their requests as soon as possible after the fiscal year begins (July 1). Requests will be approved on a first-come-first-served basis until the yearly professional development allotment is depleted.
         1. Faculty may be considered for more than one event per year; depending on the other requests and available funds.
      ii. Professional development funding requests that exceed registration costs, such as associated travel or lodging fees, etc. must be submitted at least one term in advance.
      iii. Professional development funding requests made after the event has occurred may receive up to a maximum of 50% reimbursement.
      iv. Participation in online or on-going training may be reimbursed after the successful completion of the course (request must be sent before the course starts).
   c. The Associate Director of Physical Education, with input from the faculty's Assistant Directors, will confirm that the requested professional development

opportunity directly relates to the faculty's assigned teaching responsibilities within PE in order to be eligible for funding.

    i. Criteria for receiving approval for professional development funding include the following: FTE assignment, teaching performance as documented in supervisor and student evaluations, compliance with departmental policies as outlined in the Operating Manual, and level of participation in the life of the department (including attendance at required orientations, communication, practicum student mentorship, and involvement in other PE & Rec events).

d. Faculty approved for professional development opportunities must coordinate substitute instructors for classes that will be missed. The department may pay for substitutes for professional development related absences as part of the funding support.

e. When possible PE and Rec would prefer to pay for expenses upfront, and reserve reimbursements for special circumstances and partial support.

f. In the case reimbursement, faculty must submit documentation, within 30 days of attendance at the approved event, including proof of participation and payment receipts in order to receive professional development reimbursement.

g. Reimbursement will occur via check or direct deposit, as faculty have set up in Duckweb, approximately 2-4 weeks after documentation has been submitted.

3. Faculty receiving professional development funding support are expected to fully participate in the experience/event. Attendance and engagement must be clarified in advance if there are adjustments to the schedule.