

**Professional Development Policy**  
**Department of Architecture**

Approved by the Department of Architecture 6-13-17

Approved by the College of Design Dean's office 15 July 2017

The Department of Architecture 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
- Expenses associated with publications
- Equipment or software associated with research

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

1. This policy is approved by a vote of the TTF and Career NTTF.
2. The following criteria and process shall be used for the distribution of professional development funds in years in which they are provided to the Department by the College of Design and School of Architecture & Environment. The department head shall inform the TTF and Career NTTF in writing of the amount of funding available each year for professional development.
  - a. Available GEs will also be distributed on a competitive basis. The department head will issue a call for proposals. The basis of selection is primarily proposal merit, and secondarily distribution of award support to the greatest number of faculty members, with preference given to pre-tenure TTF. Award decisions are made by the department head and members of the administrative council who have not applied for the same award themselves.
  - b. Awards for other professional development funds shall be submitted in writing to the Department Head. Preference will be given to requests that support pre-tenure TTF, "across the finish line" funding of major research or creative practice projects, and professional development in support of major curricular initiatives or other current priorities for the department. Award decisions are made by the department head and members of the administrative council and shall be awarded based primarily on merit and secondarily on distribution of award support to the greatest number of faculty members.