Faculty Professional Development Policy
American English Institute (AEI), a Unit of the College of Arts and Sciences
Updated 3/24/2020
Posted by Office of the Provost June 2020

Support for Professional Development Activity
The AEI encourages its faculty to actively pursue individual programs of professional development. It is AEI policy to provide support for such efforts to the extent that it is financially feasible and equitably distributed. This support may take the form of financial travel support to professional meetings, support for research, travel support for regional and national positions held, allowing travel during the term for consulting activity, providing substitutes for classes, etc.

The Faculty Professional Development Funds Disbursement Committee must vet all requests for financial support in the form of travel, lodging, registration fees, etc. The committee is comprised of four faculty administrators in AEIS and IEP leadership roles. Currently these roles include AEIS Coordinator, IEP Coordinator, IEP Curriculum Coordinator, and the faculty representative elected to EC. Exceptions to this rule include travel for purposes of program development, which are approved solely by the Executive Director. The process for making PD funding requests follows below.

Requesting AEI Support for Conference Attendance
Faculty members requesting time away from assigned duties for the purpose of professional development must follow the process outlined in the AEI Faculty & Staff Handbook:
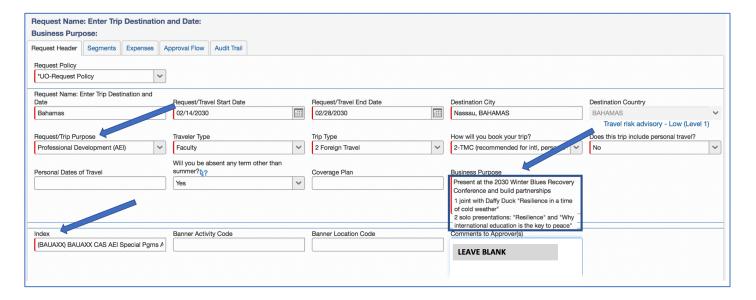- Step 1: Anyone who wishes to travel or take vacation leave must start with an Outlook Calendar request to the AEI Vacation/Travel calendar. Please watch the AEI Vacation Calendar Video Tutorial if you need assistance.
- Step 2: Your supervisor will accept or decline your calendar request. If your supervisor declines, then you can discuss this outcome with your supervisor. If you supervisor approves, please see Step 3.
- Step 3: Please fill out a Concur Request for travel by logging into https://concur.uoregon.edu with your DuckID. Faculty traveling for professional development should choose "Professional Development" and confirm that the index being charged is BAUAXX. This index triggers the travel request to go to the Faculty Professional Development Funds committee. In the Business Purpose box, briefly summarize the following information, all of which is necessary for the approvers to properly score the request in Concur:
    1. What conference are you attending?
    2. Are you on any kind of board or committee, and if so, what is your role? (ex. I am the incoming chair of the English through Mime Interest section)
    3. Are you giving a presentation, and if so...
        a. What kind is it (plenary, PCI, poster session, short EV tech tip, 20-minute teaching tip/discussion, full-length concurrent session, etc.)?
        b. Is it completely new, significantly revised, presented once before with little revision, or presented many times in the past with little/no revision?
        c. How many other AEI faculty are presenting with you?
        (ex. I am giving a plenary on Mime as Translanguaging in the Context of Critical Global Inquiry. It is significantly revised, and I am presenting alone. I am also doing a tech tip on using the MimeTime app for group projects. It's the fifth time I've given this presentation, and I'm doing it with 1 colleague from AEI.)
    4. How does this travel contribute to your professional development (expertise in a chosen area, etc.) and/or contribute to the AEI's Mission?

Also, if applicable (probably not for TESOL, maybe more for international travel), you also need to answer:

5. Is there a possibility of meeting or cost-share with a partner, and if so, how might such a meeting benefit AEI? (eg., While I'm in Wakanda, I can visit our Wakandan partner universities / This trip is being partly paid for by the US Embassy in Wakanda, which is a relationship that could help us to get scholarships for more Wakandan participants for eLearning programs.)

- See screen shot below:

- Step 4: The Travel Committee delegate will receive faculty professional development requests automatically. The delegate will then choose two random reviewers from the Travel Committee who will score the request. Upon final review, the delegate will put the allowable amount of reimbursement in the "Notes" section of Concur. If you are not faculty, then the request will go straight to Finance for review and approval.
- Step 5: The traveler can then book their travel and use Jacque, Glenda, or Katelyn for internal AEI assistance. If you need help with Concur, please reach out the UO travel team. Travel Office/Concur Help Desk Phone: 541-346-3100 **Email: travel@uoregon.edu
- Step 6: Travel!
- Step 7: Upon your return, please process your Expense Report through Concur, this will reimburse you for any remaining charges from the travel.

The amount and extent of support will be determined by the purpose for which it is requested, internal competition for support, and available resources at any given time. The monetary amounts associated with the points listed on the scoring rubric below may change due to institutional financial constraints. A per instructor, per annum cap may be placed on PD funds in a given annual year. Records are kept of per instructor and per year funds distribution, and reviewed by the Executive Committee yearly, in order to ensure equity in distribution over time. Funds may only be carried forward from one year to the next if a clear plan for their expenditure is in place.

Virtual attendance and presentations are encouraged. If an instructor is attending a conference, the AEI will provide a substitute as needed. The Executive Director or designee reserves the right to not approve requests for time away, among other reasons, under circumstances where substitute teachers cannot be arranged.

Professional Development Proposal Evaluation Form (Conference Travel)

This form is used to score funding requests for travel related to faculty professional development. Funding is awarded based on the total score and availability of funds.

		Count	Points	Total
Conference reputation/prominence	Major national conference (TESOL, AAAL, NAFSA, etc.)	0	5	0
	Regional conference (ORTESOL, CATESOL, MexTESOL, etc.)	0	3	0
	Generic "educational" conference of little relevance and/or reputation	0	0	0
Type of activity	Major board member or chair of minor board	0	13	0
	Plenary / PCI (pre-conference institute, or similar extended presentation)	0	13	0
	Practice or research-oriented full presentation (45 min. or greater)	0	3	0
	Member at large of minor board (committee, interest section, etc.)	0	3	0
	Poster session, short Electronic Village or teaching tip-type presentation (20-30 min.), discussion group, roundtable exchange, or similar	0	2	0
	N/A: No qualifying activities (if this is the case, skip questions 4-6 and give no points for them)	0	0	0
New presentation?	Completely new	0	5	0
	Significantly revised/updated version of a previously given presentation	0	3	0
	Previously presented a single time with little or no revision	0	1	0
	Previously presented multiple times with little or no revision	0	0	0
Number of people from the AEI presenting (AEI faculty; if giving multiple presentations, use the presentation with the fewest presenters)	One	0	3	0
	Two	0	2	0
	Three or more	0	1	0
Possibility for combined purpose of trip (e.g. meet with partner institution or another conference in the same area) or additional funding sources; **must be approved by Executive Director prior to allocation.**	Cost-sharing/meetings/activities with high-benefit partner	0	5	0
	Cost-sharing/meetings/activities with mid-to-low-benefit partner	0	2	0
	No additional meetings/activities/conferences or funding sources	0	0	0
Presenter has clearly articulated the rationale for this proposal and it clearly furthers her/his professional development (contributes to development of expertise in a chosen area, etc.) and/or contributes to the AEI's Mission	Yes	0	5	0
	Somewhat	0	3	0
	No	0	0	0
Total Score				**0**

Funding Scale [Total dollar amounts awarded per *instructor*, per *annum*, may actually be capped below the amounts listed here. This chart shows only maximum amounts per proposed *event* that would be allowed under any budgetary circumstance.]

30+	Points=	$2,000 – capped at $1100 for FY20
20-29	Points=	$1,500 – capped at $1100 for FY20
15-19	Points=	$1,000
11-14	Points=	$500
5-10	Points=	cost of registration

Alternative Funding Opportunities

The University of Oregon's Global Studies Institute is offering international research travel awards of up to $1000 in support of the research activities of UO faculty. Priority will go toward research projects, though travel to present research at international conferences will also be considered. **https://gsi.uoregon.edu/go_faculty_travel_fund** -

Requesting Time Away for Offsite Work

To the extent possible in relation to course, administrative, and project assignment needs, the AEI supports instructors in longer-term off-site work for external institutions that further develops the field and increases our programmatic visibility in the field. Examples of such work may include but are not limited to teacher training, professional workshops, and program development. Such work may be solicited via a grant proposal process processed via AEI Innovative Programs, and then assigned as FTE. However, PD funds will not be used to fund FTE for such projects.

Instructors may, via their own personal and professional contacts, also be individually solicited for external work. Time away requests for these opportunities during contract periods must be made to the Executive Director or designee, and are not guaranteed, but will always be considered. Permission is dependent on program need. It may be that AEI funds would also be contributed to these opportunities, but these must be requested directly from the Executive Director or designee, who will make decisions in consultation with the Executive Committee. External consulting occurs in compliance with the UO Policy: http://policies.uoregon.edu/policy/by/1/09-research/conflicts-interest-potential

Research and Development

Research and development activities are encouraged and supported in keeping with practices outlined by UO Academic Affairs: http://policies.uoregon.edu/content/faculty-non-tenure-track-faculty-nttf

All research activities are expected to comply with UO Research Compliance Services: http://rcs.uoregon.edu/

Faculty who wish to pursue external funding opportunities in support of their research are should work with AEI's Fiscal and Designated Grants Administration team. They are also required to meet all UO Sponsored Projects Services guidelines: https://orsa.uoregon.edu/

AEI Business Travel Approval Process

Updated March 8, 2019

Requestor fills out an Outlook Vacation Calendar Request → **Supervisor Approve?**

- No → Supervisor sends denial email to requestor via Outlook
- Yes → **Is funding needed?**
  - No → Supervisor sends approval email to requestor via Outlook → Traveler puts no funds trip request into Concur
  - Yes → **Requestor fills out a Concur Request with index BAUAXX and trip type AEI Prof Dev** → Travel Committee Delegate chooses two scorers → **Is funding awarded?**
    - No → Approvers decline Concur request
    - Yes → First approver uses Concur to approve, attach rubric, and chooses random second approver → Second Approver scores, attach rubric, and approves in Concur with awarded amount in notes → Finance receives email to help with Travel Coordination