

**Section:** Academic Administration

**Section Number:** 2.1.3

**Subject:** Academic Departments: Professional Development Funds

**Date of Present Issue:** 11/03/11

**Date of Previous Issues:**  
04/88, 08/01

**POLICY:**

The contractual Agreement between Lake Superior State University and the LSSU Faculty Association calls for an allocation of professional development funds for each full-time faculty member and a pro-rated share for all regular part-time faculty members.

Guidelines for use of these funds are spelled out in Section 15.3 of the *Agreement*.

**PROCEDURE**

<u>WHO</u>	<u>DOES WHAT</u>
Vice President for Finance	<ol style="list-style-type: none"> <li>1. Transfers carry-over balances from preceding year.</li> <li>2. Allocates allotment for the new year; based on spreadsheet from Provost/VPAA (BANNER data).</li> </ol>
Dean/Academic Secretary	<ol style="list-style-type: none"> <li>1. Prepares/updates Faculty Development Funds form using template (O:\PROVOST'S OFFICE\Professional Development\ Professional Development Fund Balances Summary Report Template.xls) for each faculty member.</li> <li>2. Makes entries for the use or transfer of funds during the year.</li> </ol>
Faculty Member	<ol style="list-style-type: none"> <li>1. Prepares "Use or Reallocation of Professional Development Funds" (O:\PROVOST'S OFFICE\Professional Development\PDF FORMS\PROFESSIONAL DEVELOPMENT ALLOCATION OF FUNDS FORM.doc) and submits it to the dean for approval.</li> </ol>
Dean	<ol style="list-style-type: none"> <li>1. Approves or rejects request.</li> <li>2. If the request is a reallocation of funds, the recipient must sign the form.</li> </ol>
Academic Secretary	<ol style="list-style-type: none"> <li>1. If the request is for a purchase, prepares paperwork needed to complete request of faculty member.</li> <li>2. Distributes copies of the form for department files, faculty member, with a copy to the recipient if it is a transfer of funds.</li> <li>3. Enters transaction into PDF form for faculty member.</li> <li>4. Checks departmentally maintained faculty balances against BANNER records periodically and at year end.</li> </ol>
Faculty Member	<ol style="list-style-type: none"> <li>1. Reports professional development activities annually on FPDSA form (O:\PROVOST'S OFFICE\Professional Development\PDF FORMS\ PROFESSIONAL DEVELOPMENT REPORTING FORM.doc) or submits a current vitae that includes all professional development activities.</li> </ol>

<b>Revision Date</b>	<b>Revision Summary</b>	<b>Revision Made By</b>	<b>Title/Dept.</b>
11-03-2011	Corrected titles. Modified all steps to reflect current practice and forms used. Eliminated all references to off-campus use of equipment and related insurance coverage.	M. Walworth	Provost