

### **Purpose**

1. This Departmental Policy and Procedure Statement sets forth criteria and guidelines for support of professional development opportunities for faculty and staff.

### **Process**

2. Faculty or staff will communicate professional development opportunity to the department chair for consideration of any associated expense and time away from university responsibilities. Professional development may include opportunities for faculty supported by clinical affiliates for CEU credit.

### **Procedures**

3. Faculty are currently provided a \$600 travel allowance per year by the President to be used to support faculty development restricted to scholarly presentations at professional conferences. As faculty are notified of the opportunity for a scholarly presentation, the chair should be notified in writing as to the date of the presentation, the name/location of the conference, the title of the intended presentation, and a detailed budget required to attend and present at the conference. Any financial support or fees waived by the conference or honorarium should be disclosed with the budget request.
4. Based on current budget constraints, faculty requests will be considered by the chair along with the travel allowance provided by the President. In general, faculty will be provided the financial support for one professional presentation per year. Faculty attending more than one professional conference per year may be required to provide their own personal financial support.
5. Faculty wishing to attend an event during the academic semester must obtain permission from the chair/PD and must cover any assigned course lectures/labs by either making arrangements with other qualified faculty members or through on-line lecture or assignment activities. Faculty are encouraged to attend continuing education activities that coincide with time off between academic semesters, but all requests to attending during the academic semester will be entertained.
6. Faculty submitting a manuscript to a journal requiring a per page fee (ie: open access) for publication may submit a request to the Chair for research support up to \$300/year per faculty member. Publication costs beyond the annual amount are the responsibility of the faculty. Depending on the department budget, funding needs beyond the allowance may be requested by the faculty member for consideration.

