



<b>POLICY NAME</b>	Faculty Professional Development Fund Policy	<b>POLICY NO.</b>	AA314
<b>APPROVING BODY</b>	President/Cabinet	<b>VERSION NO.</b>	01
<b>RESPONSIBLE DEPARTMENT</b>	Academic Affairs		
<b>EFFECTIVE DATE</b>	01-NOV-2025	<b>REVIEW/REVISION DATE</b>	01-NOV-2025

## **PURPOSE:**

The purpose of this policy is to provide guidelines for the administration of the Academic Affairs Faculty Professional Development Fund which was created for the purpose of funding faculty professional development activities. All parts of this policy and related standard operating procedures are contingent on available funding.

## **POLICY:**

### **ELIGIBILITY**

All full-time faculty members are eligible to apply for Academic Affairs Faculty Professional Development funding. Priority will be given to faculty who demonstrate a clear connection between the professional development activity and their roles and responsibilities at WNMU, and faculty who are seeking an award for the first time.

Funding requests may be made for professional development activities aimed at enhancing teaching and learning including activities such as conference, workshop, or training attendance, activities designed to enhance teaching such as training in online course development or enhancement or the use of technology in teaching, or activities that may lead to certifications that enhance teaching and learning (e.g. quality matters certification, wilderness first responder certification, etc.).

### **FUNDING LIMITS & ALLOCATIONS**

Funding is subject to budget availability each fiscal year and may not be used for the pursuit of additional degrees or academic credentials. Funding awards are limited to one per academic year unless additional funding is available, in which case, Academic Affairs will make a call for additional proposals. Funding requests are generally capped per fiscal year, based on available funding. If funds are available within the faculty member's department, a contribution from the department must be indicated on the funding application.

**REF: SOP314\_Faculty Professional Development Funding Application Process**

Requests exceeding these limitations may be considered under exceptional circumstances with adequate justification.

#### **APPLICATION PROCESS**

Application packets are screened and processed by the Director of Faculty Development and submitted for evaluation and approval to the Office of Academic Affairs. Applications are evaluated based on a number of factors, including the alignment of the activity with institutional goals, the potential for faculty professional growth, the clarity and completeness of the application, and funding availability. Decisions will be communicated to faculty applicants by the Director of Faculty Development via email once the Office of Academic Affairs has made a decision about the funding application.

#### **REIMBURSEMENT PROCESS**

Faculty members approved for funding are required to follow all University policies, rules, and procedures related to travel and procurement, including the timely submission of travel requests and travel vouchers, and submission of related documentation such as receipts, conference agendas, etc.

#### **REPORTING REQUIREMENTS**

Within 30 days of completing the funded activity, faculty members approved for funding are required to submit a summary of expenses and a brief report on the professional development activity and its outcomes to the Director of Faculty Development. The post-award report should describe the benefits of the activity and how it will be applied in their professional roles. Faculty may be asked to present their findings or experiences in a faculty development event.

#### **EVALUATION & ACCOUNTABILITY**

Academic Affairs will periodically review funded activities to assess their impact on faculty performance and institutional goals. Faculty members who receive approval for funding and fail to complete the activity, who fail to adhere to travel and procurement policies, or who fail to submit the required post-award report may be required to return the funds and may be ineligible for future funding.