

ARTICLE [x]. Faculty Professional Development

Section 1. General.

Faculty professional development is crucial to both individual faculty members and the institution as a whole. As such, Oregon Tech recognizes that it shares with its faculty the responsibility for the development and improvement of faculty. The Employer and the OT-AAUP support continuing professional development of faculty in teaching, research, scholarship and leadership.

Faculty members shall be allowed reasonable time away from their regular assignments to attend professional meetings or conferences or to otherwise further their research or professional interests through short term periods of travel upon approval by their Department Chair.

Section 2. Professional Development Funds Allocation and Use

Each academic department shall have a professional development fund (PDF) to support faculty travel for meeting professional development expectations or for use in other professional development activities.

Beginning September 15th, 2020, and at the start of each academic year thereafter, each PDF will be credited as follows (prorated by a faculty's FTE):

\$2500 per bargaining unit faculty member 1.0 FTE (FY 21)

\$2650 per bargaining unit faculty member 1.0 FTE (FY 22)

\$2800 per bargaining unit faculty member 1.0 FTE (FY 23)

Due to the high cost of travel to conferences and for required meetings, faculty working at a campus in a rural location (Klamath Falls) shall be credited an additional \$750 annually to the PDF. This amount shall be adjusted annually at the same rate as the average 12-month COLA, at the start of each fiscal year.

Unused funds in a PDF shall automatically roll over at the end of each year for three years. Funds not used at the end of three years are given to the general fund for the respective College (ETM or HAS), and become available for distribution by the respective Dean, for purposes of faculty professional development. Unused funds for Library faculty not used at the end of three years are given to the general fund of the Office of the Provost.

There shall be written guidelines in each department that make explicit the criteria and procedures for the distribution of these funds. Faculty seeking such funds shall apply in writing to their Chair who shall make final decisions on faculty applications as to whether to approve funds or not, taking into account the department guidelines, developed with faculty input; the availability of funds; faculty responsibilities in relation to research, scholarship, or other creative work; competing applications for support, and the relevance and benefit, short and long term, of the proposed travel or other professional purpose to the faculty member and department. No proposal can be denied solely because of the status or rank of the faculty member making the proposal. The Chair shall make final decisions on the applications for such funds.

46 Faculty members including those on Sabbatical or other professional development leave, shall have
47 the right to apply for such funds for authorized expenses incurred in travel for professional
48 development or for other professional development purposes.
49

50 In all cases where a faculty member receives professional development funds as identified above, he
51 or she must follow established institutional policies and procedures for institutional expenditures.
52

53 Faculty holding external grants are expected to use grant funds specifically designated for
54 professional development purposes prior to applying for the funds described in this Article. Any
55 residual external grant funds shall be used at the discretion of the principal investigator, including for
56 professional development purposes as they relate to the grant.
57

58 In no instance may professional development funds be used for salaries.
59

60 As part of the annual performance evaluation review, faculty shall incorporate into their report a
61 description of the activities, accomplishments and outcomes resulting from the use of professional
62 development funds.
63

64 **Section 3. Other Professional Development Funds Allocation and Use**

65 Nothing shall preclude a Dean in his or her discretion from allocating additional College funds, or
66 additional funds from other sources (such as recovered indirect costs), to be used for professional
67 development purposes consistent with any institutional resources and budgetary guidelines.
68

69 In such cases, the Dean shall make final decisions on faculty applications as to whether to approve
70 funds or not, taking into account availability of funds, competing applications for support, and the
71 relevance and benefit of the proposed travel or other professional purpose to the faculty member,
72 the department or college. The Dean, at his or her discretion, may form faculty advisory committees
73 to establish additional criteria and/or recommend approval of individual professional development
74 proposals at the department or college level.
75

76 Nothing shall preclude the Provost in his or her discretion from also disbursing or otherwise
77 allocating other funds to departments for use by faculty for professional development consistent
78 with any institutional resources and budgetary guidelines.
79

80 Deans or the Provost may allocate funds for professional development to new hires from sources
81 other than those described in this Article.