College of Arts and Letters
Procedure for Requesting Additional Support for Faculty Professional Development

Support will be provided for the following purposes: a) Tenured and tenure-track faculty support for research, scholarly and creative activities, and faculty development; and b) Administrative travel essential to University operations. (from President Rosser’s memo of May 2, 2010)

Each year faculty are provided an allotment of professional development funds. In the past, at the end of each academic year, unused funds were collected in a college fund. This has resulted in a reserve of funds that are designated for faculty professional development. Beginning fall 2011, faculty will have the ability to roll over their personal allotment of funds for a period of three years, at which point, if they are not used, they will be swept by the university—thereby leaving no reserves for this process.

Below is the recommended policy by which faculty may request additional funds, above the regular allotment, for professional development. This policy applies to the distribution of the reserve funds as well faculty applying for additional support from the college after the reserve pool has been allocated.

Faculty requests for professional development funds will be distributed according to the following priorities to reimburse additional expenses that exceeded the allotment per faculty member. The proposed policy below will begin on July 1, 2011 and is not retroactive.

**Priority**
First priority will be given to probationary faculty.*

Second priority will be given to tenured Associate Professors.*

Third priority will be given tenured Full Professors.*

Fourth priority will be given to FERP faculty.*

*Special consideration will be given to applicants who did not receive additional funds the prior year.

**Submission of Requests**
A one-page form will be developed for requests. Faculty must complete the form (250-word maximum) that includes the description, budget, and significance of the request.

This form must be signed by the faculty member and submitted to the Department Chair for his or her signature. Faculty may request no more than $1,000 for domestic professional development and $1,500 for international professional development. Please note that, as stated above, this is a request for professional development funds in addition to the regular faculty allotment.

Spring Quarter 2011
All requests must be addressed to the Resource Allocation Committee (RAC) and must be received by the College by Friday of the fifth week of Winter Quarter (Feb. 3, 2012). The RAC members will then make a recommendation to the Dean of the College of Arts and Letters.

Faculty Development Funds are made available to partially defray the costs of activities that support achievement in Category B of the CSULA Retention, Tenure and Promotion procedure:

Category B, professional achievement, is defined as performance of discipline-related activities that include but are not limited to the following broad areas identified in no particular order.

**Examples of Areas of Professional Achievement (Category B)**

Academic and scholarly contributions to the faculty member's profession and field that are externally evaluated and published or formally accepted for publication, such as research, critical essays and analyses, and theoretical speculations.

Innovative use of computers and computer methods, textbooks, and original teaching or testing materials that are adopted for professional and/or instructional use outside the faculty member's department/ division/school.

Inventions, designs and innovations that have been favorably evaluated by authorities outside the University.

Creative activity that includes the creation, exhibition, performance or publication in the arts or literature. Producing and directing events in the performing arts, including visual arts, music, dance, and theatre, beyond normal instructional duties.

Presentations before meetings of scholarly and professional societies, and presentations as an invited authority in the faculty member's field before significant scholarly and professional audiences.

Professional practice/research that utilizes the faculty member's academic expertise in a manner that contributes to an advancement of the field.