

WAYNE STATE UNIVERSITY

Professional Development Support for Part-Time Faculty Attending Approved Conferences and/or with Membership Fees in a Professional Association

The contract between Wayne State University and the Union of Part-Time Faculty provides for \$25,000 annually in professional development support for part-time faculty.

Eligibility: Any part-time faculty member represented by the Union of Part-Time Faculty who has taught two semesters (including spring/summer as one semester) at WSU and is expected to teach within a year after attending the proposed conference or after the paying for association membership, whichever is relevant.

Note: Approval of funding for a conference or membership will not be considered in determining future offers of appointment as a part-time faculty member nor as a precondition for consideration in advancement to PTF 2 or PTF3 status. PTF level (1, 2, or 3) is not considered in approving applications for professional development support.

Approved conference: Any conference that, in the opinion of the faculty member and the faculty member's department chair (or associate dean in non-departmentalized colleges), is likely to contribute to the quality and effectiveness of the faculty member's teaching at WSU may be approved.

Amount of conference award: The documented travel expense up to \$1,500 (whichever is less). The award may be applied to allowable expenses for conference attendance under University travel policies, including registration fees, airfare and other transportation costs, hotel, and per diem allowance for meals. This will be accomplished by reimbursing the faculty member's department after normal University travel procedures are followed and the traveler is reimbursed by his or her department.

Professional Association Membership Fees: Membership in any one professional organization which, in the opinion of the faculty member and the faculty member's department chair (or associate dean in non-departmentalized colleges), is likely to contribute significantly to the quality and effectiveness of the faculty member's teaching at WSU may be approved.

Amount of membership award: The documented membership fee up to \$250 (whichever is less), applicable to one annual membership fee. This will be accomplished by reimbursing the faculty member's documented expenditure.

Frequency of awards: Part-time faculty members may attend up to two subsidized conferences over two academic years and may request up to two membership fees over two academic years. For purposes of this award, a new academic year starts with the first official day of the Fall term and ends with the last official day of the Spring/Summer term. For purposes of making these calculations, the relevant dates are (a) the date of the conference, and (b) the date on which membership reimbursement is requested. Dates of awards and eligibility for awards will be tracked by the Provost's Office.

Application process: Part-time faculty members should apply in writing to their chair/associate dean, setting out their teaching history at WSU and listing any previous professional development grants awarded under this program within the past four years. For a conference, apply in advance of the conference date(s), and describe the proposed conference (ideally attaching a conference brochure) explain why it qualifies, and include a proposed expense budget. For a membership, describe the proposed professional association (attaching appropriate documentation), explain the benefits of membership, and indicate the cost. **Requests must be submitted at least 10 days prior to travel.** Chairs/associate deans should let faculty members know whether or not they support the application and forward such applications as they support to Jacob Wilson in the Office of the Provost by email to jake.wilson@wayne.edu.

Applications will be approved on a first-come, first-served basis (turning on when the Provost's Office receives approved applications), each academic year.

Once professional development funding is approved, part-time faculty members should work with their department offices to follow the proper procedure for travel requests or reimbursement of membership fees.

Please contact Jacob Wilson at jake.wilson@wayne.edu or 577-2256 for inquiries regarding the program.