



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 completed two semesters of teaching (including spring/summer as one semester) at WSU and is expected to teach within a year.

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/schools), is likely to contribute to the quality and effectiveness of the faculty member's teaching at WSU may be approved.

Amount of conference award: A maximum of \$1,500 may be granted towards travel to an approved conference. 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.

The Provost's Office will reimburse the faculty member's department (or college/school) after the travel has taken place. The faculty member will be reimbursed by their department (or college/school). Normal University travel procedures are expected to be followed.

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: A maximum of \$250 may be granted towards one professional organization fee. The Provost's Office will reimburse the faculty member's department (or college/school) after the faculty member has been reimbursed.

Frequency of awards: Part-time faculty members may attend up to two 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 must request funding in writing to their chair/associate dean. Details should include:

- Title of Conference or Professional Organization Membership
- Rationale on how the conference or membership would benefit the faculty member and WSU
- Budget justification
- (For conferences) Provide conference dates and location

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 supported applications to Jacob Wilson in the Office of the Provost by email to jake.wilson@wayne.edu. **Applications must be submitted and approved by the Provost's Office prior to travel.**

Applications will be approved on a first-come, first-served basis, 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.