

A. INTRODUCTION

In accordance with the contract with Unit 18 negotiated by the UC-AFT, the University has created a fund for professional development for Unit 18 Non-Senate Faculty (NSF) members. Awards from the Professional Development Fund are intended to provide development activities for Unit 18 NSF in a manner similar to the professional development support provided to Academic Senate faculty. The Non-Senate Faculty Council on Professional Development, a committee of five current non-senate represented faculty members, is charged with developing these guidelines in accordance with campus protocol for awarding professional development funds, reviewing applications for these funds, and making recommendations to the Vice Provost of Academic Personnel. The Vice Provost determines the funds awarded in each case.

The relevant clause of the contract is as follows:

Individual NSF will be eligible to submit requests for funding to support proposals for professional development including but not limited to professional meetings, training seminars, software and paid leave, all of which should be in support of pedagogical endeavors. Only those NSF with Continuing Appointments will be eligible to submit requests for paid leave. (MOU Article 9.C)

The Professional Development Pool Fund for UC Riverside is \$21,203 for each year of the current contract. It is anticipated that the award process will be particularly competitive due to the level of funding. To maximize funds available under this program, Unit 18 NSF also are encouraged to explore possible funding from other sources.

B. ELIBILITY

Any Unit 18 NSF member who has or had an appointment during the quarter(s) in which the professional development activity takes place is eligible. All eligible part-time and full-time Unit 18 NSF are encouraged to apply, and the Council welcomes collaborative applications, such as proposals for joint projects at conferences and requested support for co-authored publications.

Quarterly NSF without continuing status or an annual contract may receive funding for activities that occur during the summer months if they have an appointment in the Spring Quarter of the previous academic year and the Fall Quarter of the subsequent academic year.

Professional development activities need not occur during the same academic year as the application for funding:

- The Council encourages people to apply prospectively for funding. Such prospective requests will be assessed first in the awards process. Funds will be disbursed after the proposed activity has taken place and receipts have been submitted.

- Requests to fund professional activities retroactively will be considered, but funding will be limited to \$1500 per applicant per award cycle. A supermajority (four out of five committee members) of the full Professional Development Council can extend funding beyond the \$1500. Effective July 1, 2013 (for the Fall 2013 cycle), the term "retroactive" will apply to any activity beginning before January 1 of the following year for the Fall cycle, and July 1 of the current year for the Spring cycle.
- Applicants may not submit more than one application per cycle.

C. REVIEW CRITERIA AND PRIORITIES

The phrase "pedagogical endeavors" in the UC-AFT contract is interpreted broadly to refer to all activities and projects of Unit 18 NSF that contribute to their professional development and effectiveness as teachers and mentors at UC Riverside. The Council is committed to support endeavors that promote scholarly diversity in their award process.

The Council's intent is to fund as many Unit 18 NSF requests as possible as fully as possible, while seeking to maintain a balance between funding a significant number of smaller awards and a limited number of more substantial awards.

Requests from eligible Unit 18 NSF members will be reviewed to establish that they meet the award criteria and to determine the award recommendation. First consideration will be given to Unit 18 NSF who are applying for the first time.

All proposals will be evaluated on their merits and strength. Such evaluation includes, but is not limited to the following criteria:

- the relevance of the activity to the applicant's discipline or pedagogy
- total funds available for disbursement
- benefit to the university
- type of activity
- prestige of activity
- the applicant's preparation of the application package | |

Available funds for any given cycle will be determined as follows:

In the fall, the VPAP's office will inform the Council of the amount of the current year's allocation plus any funds carried forward. The Council will use up to one-half of this amount to fund applications for the fall cycle; all remaining funds will become available for the spring cycle.

Aside from a small reserve in the spring cycle for such expenses as informational flyers and a possible awards recognition reception, it is the Council's intention to use all available funds in any given cycle.

Any individual request for funding beyond the following limits must be ratified by a super majority of the full Professional Development Funds Council:

- 15% of the annual fund for domestic activities
- 20% of the annual fund for international activities
- Funding of more than one course release (requires a unanimous vote)

If there are insufficient funds to cover applications of equivalent merit, then

- The remaining funds available will be evenly distributed by percentage.

Examples of eligible activities are:

- academic training (such as coursework related to UCR teaching responsibilities);
- attendance fees for seminars, conferences, and performance workshops;
- Expenses for research related to pedagogical improvement;
- Travel expenses related to teaching or other scholarly endeavors;
- Computing equipment, software, books, or films for use in pedagogical endeavors (such purchases remain the property of UC Riverside);
- Course releases or paid leave for up to one quarter to devote time to a scholarly project (such funding is limited to Unit 18 NSF with continuing appointments).

Travel expenses must conform to campus and University policy to be eligible for reimbursement under this program. Some salient points:

- In most cases, lodging will not be approved for stays before or after the activity;
- Receipts must be fully itemized;
- No alcohol reimbursement is permitted as per UCOP guidelines.

Consult the [travel section](#) of the accounting department website for further information, including booking travel via established University partners (Transportation tab, and the [Connexus portal](#)), and domestic & foreign per diem caps (Meals & Lodging tab).

Important Note

Equipment, books, films and other non-consumables purchased with grant funds remain the property of UC Riverside. If funding for any such items is requested, the Durable Goods Application Form must be included. Note that the Council will not recommend funding for items that normally are the responsibility of the applicant's Department or Program.

D. APPLICATION PROCESS

Application Due Date: Applications will be reviewed twice a year. The deadlines are the sixth Friday of Fall Quarter and fourth Friday of Spring Quarter. All applications must be in the Academic Personnel Office by 5 PM on those dates to be eligible for consideration.

E. REQUIRED CONTENT

Applications for professional development funds must include the following required items:

- A completed application form, including:
 - A brief description of the activity, with the start and end dates, and a detailed budget for the proposal.
 - A list of any alternative/additional funding sources for which the applicant has applied, including award amounts. If the applicant receives compensation for the activity, this fact must be explicitly recognized in the justification.

Guidelines and application forms are available at the UCR Academic Personnel web site:

<https://academicpersonnel.ucr.edu/professional-development-fund>

- Short justification (up to 500 words) detailing the project or activity, its expected results, and its significance for your professional development and teaching. Please include justification for all requested funds.
- Evidence of the applicant's employment at UCR during the period of the activity. Acceptable evidence includes;

A copy of the applicant's University appointment letter for that time frame **OR** a copy of the employment verification statement provided by the UCPath Center

** **Note** * It takes 1-3 days to receive copy from UC Path Center once requested, so plan ahead.*

If an anticipated appointment letter is not yet available for the time period of the proposed activity, application is nonetheless encouraged, with the understanding that the actual disbursement of funds will be contingent on producing it.

- An updated curriculum vitae, including the applicant's home or campus mailing address, email address, and phone number.
- Information about the conference/program/workshop/classes attended, including any applicable program/conference announcements, calls for papers, or letters of acceptance, or certificates of completion.
- If funding is being requested for durable goods (equipment, books, films, etc.), the Durable Goods Form A must be included with the packet. Form B must be completed and submitted in order for funds to be disbursed.

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- Copies of receipts (with sensitive account details redacted) for all expenses already incurred. (Retain original receipts, including airline-boarding passes, which will be required for reimbursement if you are approved for an award.) Expenditures above campus policy per diems for lodging, travel and meals will not be reimbursed. Please give a general translation of receipts, which are in a foreign language. (See "Funding Awards" on p. 5.)
 - Letters of support from the Department Chair, Program Director, or persons qualified to evaluate the project, either University colleagues or relevant authorities outside UCR, will strengthen applications. Two such letters, including one from the Department Chair or Program Director, are required for applicants requesting a course release or other paid leave.

Endorsement:

An endorsement signature from the applicant's Department Chair or Program Director is solicited on the application form. The applicant is responsible for obtaining this signature.

Submission:

By the due date, an electronic copy of the application package (in PDF format and in order) must be emailed to the Academic Personnel Office at academicpersonnel@ucr.edu

Important Note

Incomplete applications or applications not adhering to these guidelines as presented above may not be considered for awards by the Council. Applications are not checked by Academic Personnel Office for completeness or guideline adherence prior to submitting to Council for review.

F. FUNDING AWARDS

Award recommendations will be finalized at an in-person meeting of at least four of the five members of the Council. If any funding guideline (as stipulated earlier in this document) is exceeded, then all five members must be present.

The PDFC will prepare a document containing the recommended awards and the rationale for all decisions. This document shall be forwarded to the Office of the Vice Provost for Academic Personnel no later than the end of the quarter in which the deadline falls.

Applicants will receive approval or denial of funds by letter directly from the Office of the Vice Provost for Academic Personnel.

Award recipients will be reimbursed for actual expenditures, up to the amount of the award. Recipients should submit reimbursement requests (either "Check Request Form" or "Domestic Travel Expense Voucher," both available from department MSO) to the appropriate departmental staff, together with the necessary receipts.

University policy requires that the recipient submit the request for reimbursement, together with required receipts, to the appropriate departmental staff within 21 days of the date of the award letter (for retroactive awards), or within 21 days of the completion of the professional development activity (for prospective awards).

Awards are not transferable. If for any reason you are unable to complete the activity for which the award was granted, funds cannot be disbursed (you could, of course, apply again in the following period). In this case, you should notify the Office of the VPAP at academicpersonnel@ucr.edu with the reason for cancellation or non-use of funds, so that funds can be released for the next cycle.