

**GUIDELINES AND APPLICATIONS for AY 2008-2009**  
**UC Riverside Non-Senate Faculty Professional Development Fund**

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

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.F.2)

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.

***Eligibility***

Any Unit 18 NSF member who has or had an appointment during the grant period during 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 proposals.

Travel expenses must conform to campus and University policy to be eligible for reimbursement under this program. For information on current campus and University travel policies, consult the links shown at the bottom of the accounting department website at: <http://www.accounting.ucr.edu/travel.htm>

***Professional Activity Criteria***

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.

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

- If a continuing Unit 18 relationship is established by the NSF, the member may apply for funds to be spent up to December 31<sup>st</sup> of the year of application. Normally, 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, provided the activity meets eligibility criteria, receipts are provided, and the activity took place no earlier than the previous academic year.

### ***Review Process and Priorities***

The Council's intent is to fund as many Unit 18 NSF requests as possible and to find the appropriate balance between funding a significant number of smaller awards and a limited number of more substantial awards.

Requests from eligible NSF members will be reviewed to establish that they meet the award criteria. Award decisions will be based on the total funds available and an individual member's professional development award history.

Examples of eligible activities are:

- academic training (such as coursework related to UCR teaching responsibilities);
- attendance fees for seminars, conferences, and performance workshops;
- professional fees, subscriptions, and memberships to professional organizations;
- travel expenses related to teaching or other scholarly endeavors;
- computing equipment, software, books, or films for use in the preparation of pedagogical research or teaching assignments (such purchases remain the property of UC Riverside); and
- course releases or paid leave for up to one quarter to devote time to a scholarly project (such funding is limited to NSF with continuing appointments).

### ***The Application Process***

**Application Due Date:** Applications for professional development will be reviewed once a year. The application submission deadline is the Friday of the 4<sup>th</sup> full week of classes in the Winter Quarter. ***The deadline for AY 2008-2009 is January 30, 2009. All applications must be in the Academic Personnel Office by 3 PM on that date to be eligible for consideration.***

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

- A completed application form (a blank form is available at the UCR Academic Personnel web site: <http://academicpersonnel.ucr.edu/awards/development.php> or at the AFT web site: [www.aft1966.org](http://www.aft1966.org))
- A description (up to 500 words) of the project or activity and its expected results, as well as its significance for the applicant's professional development and teaching
- A copy of all relevant receipts, if the application is for retroactive support or costs have already been incurred in anticipation of an award. (*For your safety, please ensure that all credit card numbers and/or personal account numbers are illegible. Do not submit original receipts.* Retain original receipts; they will be required later to receive disbursement of funds. See "Funding Awards" on p. 4.)
- Evidence that the applicant was employed at UCR during the time frame 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 available on the At Your Service Website, located at: <http://atyourservice.ucop.edu/> (If expected appointment letter is not yet available for the time period of proposed activity, application is nonetheless encouraged with the understanding that the UCR appointment letter for the relevant time period will need to be supplied prior to actual disbursement of funds.)
- A letter of support from the Department Chair *if an applicant is requesting a course release or other paid leave*; otherwise, it is optional
- The beginning and ending dates that the activity will take place and a budget for the proposal. Applicants should include a list of alternative/additional sources of financial support for which they have applied or will apply; and
- An updated *curriculum vita*, including the applicant's home or campus mailing address, email address, and phone number.

**Optional Content:** Applications for professional development funds may include the following optional items:

- Any additional relevant materials, such as program/conference announcements, call for papers, or letters of acceptance.
- Optional letters of support from persons qualified to evaluate the project, either University colleagues or relevant authorities outside UCR.

**Endorsement:** An endorsement signature from the applicant's Department Chair is solicited on the application form. The applicant is responsible for obtaining the Department Chair's signature and should leave sufficient time to obtain that endorsement when considering the application due date.

*Please note:* An applicant may still apply for funding if the Department Chair declines to endorse the project. In that case, the Department Chair is invited to submit an explanation to the Non-Senate Faculty Council on Professional Development. If neither an endorsement nor

an explanation of non-endorsement is provided by the Department Chair, the Council may contact the Chair.

**Letter of Support:** A letter of support from the Department Chair is required when an NSF with a continuing appointment applies for funding for a course release or paid leave.

**Submission:** By the due date, one copy of the entire application package should be submitted to the Academic Personnel Office. Hard copy applications may be submitted to:

UCR Academic Personnel Office  
c/o Karen Hruby  
NSF Professional Development  
381 Surge Building  
University of California  
Riverside, CA 92521

Applications in PDF format may be submitted electronically to the following email address:

APOMail@ucr.edu

**Important Note**

***Incomplete applications or applications not adhering to these guidelines will not be considered for awards by the Council. Applications are not checked for completeness or guideline adherence prior to review.***

***Funding Awards***

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 required receipts. Funds from the Professional Development Fund will be transferred to the departments annually to cover award reimbursements.

For awards granted for professional development activity already completed, the recipient should 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 awards granted for prospective activities, the recipient should submit the request for reimbursement, together with required receipts, to the appropriate departmental staff within 21 days of the completion of the professional development activity.

The total amount of any retrospective award will be deemed available for reallocation by the Council if the recipient has not requested reimbursement by the end of the academic year in which it was awarded.

The total amount of any prospective award will be deemed available for reallocation by the Council if the recipient has not requested reimbursement within 12 months from the end of the quarter the grant application was made.