

## Alma College 2019-2020 Faculty Professional Development Fund and Faculty Presenters Fund

### **Faculty Professional Development Fund**

The Professional Development Fund was established in 1982 to provide support for faculty professional activities. Up to \$500 per full-time faculty member will be authorized for expenses directly related to courses taught, programs advised, scholarship, or other professional duties at the college. Activities eligible for funding include: 1) travel expenses and fees for attending professional meetings, conferences, workshops, exhibits, and productions; 2) travel to conduct research or develop teaching strategies; 3) travel to explore practicum or course possibilities; 4) extraordinary materials for creative or scholarly work; 5) extraordinary materials for course or program development; and 6) tuition for courses. Other activities may be eligible, with **advance approval** of the Provost.

### **Faculty Presenters Fund**

The Presenter Fund was established in 1991-92 to support and encourage full-time faculty members who have been invited to make a scholarly or artistic presentation at a regional, national, or international conference or event. This year, a maximum of \$900 will be available to presenting faculty to help with expenses for **one** presentation per academic year. Expenses covered under this program include: 1) travel to and from the destination where the presentation will take place, 2) lodging, 3) registration fees, and 4) allowable miscellaneous expenses such as ground transportation, meals, parking, etc. **Itemized receipts are required.** (Please refer to the Travel Expense Policy located in Almapedia for meal reimbursement allowances)

### **How to Use Your Faculty Professional Development or Presenters Funds**

#### **Employee Travel-and-Expense Report**

- 1.) You must complete an *Employee Travel-and-Expense Report* if you use your personal funds, indicating the specific purpose for which the funds are requested, the date(s) on which the expense(s) occurred (or will occur if appropriate), and the amount requested. This form must accompany all itemized receipts, within 30 days of your return or the funds will be charged to you as taxable income.
- 2.) Attach additional supporting information if appropriate. (If you are requesting monies from the Faculty Presenter Fund, please also include a copy of the conference itinerary showing you to be a presenter and/or a copy of the invitation from the conference director inviting you to be a presenter).

#### **Alma College Purchasing Card (P-Card)**

- 1.) If you have been given a P-Card (Alma College Purchasing Card) you will need to log into the VISA credit card system and correctly identify the accounting codes as follows: Department: *Academic General* Object: *Faculty Professional Development*. Regardless of whether your intending on using professional development or presenters funds, it will be the same codes.
- 2.) Attach additional supporting information if appropriate. (If you are requesting monies from the Faculty Presenter Fund, please also include a copy of the conference itinerary showing you to be a presenter and/or a copy of the invitation from the conference director inviting you to be a presenter). \* Submit these materials to the Provost's Office no later than 5:00 p.m. on Wednesday in order to collect a check by the following Friday in the Business Office.
- 3.) **PLEASE NOTE:** Faculty members may use their Professional Development Fund and Faculty Presenter Fund allocations from July 1, 2019 through June 30, 2020. The 2019-20 funds must be requested **NO LATER THAN JUNE 15.** After June 15, requests must have prior approval by the Provost in order to allow the Provost's Office to plan end of the fiscal year expenditures.