

## **Policy on Faculty Development Funds**

### **A. Purpose**

The objective of the HSB Faculty Professional Development Fund is to support faculty members in their teaching and/or scholarly activities.

### **B. Permissible Expenses**

1. Attendance at a professional conference at which the faculty member presents a paper or makes a presentation if the conference is international or national;
2. Attendance at a regional or local professional conference;
3. Attendance at a workshop whose purpose is to enhance teaching skills or techniques;  
Travel, accommodations, and meals at a conference or workshop described in number 1, 2 or 3 above;
4. Professional association annual dues;
5. Licensure fees, provided that the license is a necessary component of the faculty member's teaching responsibilities;
6. Purchase of materials that support the faculty member's teaching and/or research, e.g. books, CDs, and journals; and
7. Purchase of non-capital equipment and non-capital software that support the faculty member's teaching and/or research activities.

### **C. Exceptions to Permissible Expenses**

The presentation requirement for attendance at a professional conference is waived for tenure-track faculty members in the first three years of starting a research agenda.

### **D. Applying to Use Professional Development Funds**

1. Using the professional development request form (PDR) attached as Exhibit A, the faculty member provides a description, rationale, and supporting documentation to the department chair for review and possible approval. A request for expenses related to attendance at a professional conference described in #1 of the policy on permissible uses of faculty professional development funds must also include either a conference program or a copy of the call for papers and a written communication confirming the selection of the faculty member
2. Department chair will either approve up to the annual allocation or return the PDR to or request additional supporting information from the faculty member.
3. Faculty member sends approved PDR form to Assistant Dean.

### **E. Hamline University Policies**

<http://www.hamline.edu/offices/finance/resources-for-employees.html>

Travel Policy & Procedures

Prepaid Expense Guidelines

**Policy on Faculty Development Funds  
Appendix A  
Request for Use of  
Professional Development Funds**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Requesting:**

Conference: \_\_\_\_\_

\* **Required attachment - conference brochure**

\* **Required attachment for travel to a professional national or international conference – the letter of acceptance for the paper to be presented**

Location and Dates: \_\_\_\_\_

Estimated Costs:

Presenting

Attending

Travel: \_\_\_\_\_

Registration Fees: \_\_\_\_\_

Lodging: \_\_\_\_\_

Food: \_\_\_\_\_

Misc: \_\_\_\_\_

Total: \_\_\_\_\_

Membership: \_\_\_\_\_ Annual Fee: \_\_\_\_\_

\* Please attach invoice/renewal notice

Materials: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

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**Approval to attend if adequate funds are available (by Department Chair or Supervisor):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**Approval (by Assistant Dean for Administration):**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only:**

Reimbursement: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Org/Account numbers: \_\_\_\_\_

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