

Appendix K.
Faculty Development Budget
Department of Psychology
(approved: 11/04)

The Department of Psychology values and supports faculty development. Faculty development is broadly defined to include activities related to scholarship (e.g., travel to conferences, purchase of research materials, purchase of books related to research program) and teaching (e.g., travel to teaching and other professional workshops and conferences). At the beginning of each budget year, the department chair will set aside a portion of the department's operating funds to create a faculty development budget. Each full-time tenured or tenure-track faculty member will be allotted an equal share of the budget to spend on development activities. Faculty presenting their research at a conference will receive a bonus (15% of the original allotment).

Requests to spend money from the fund will be made in writing to the department chair who will then determine the appropriateness of the proposed expenditure.

If, at the end of the budget year, a faculty member has not spent his/her allotted funds, a request may be submitted to the chair to carry the balance forward to the next budget year. Such requests must include a justification related to the intent of the fund (i.e., to support a specific faculty development activity). Money can be carried over for a maximum of two years. Any money that has not been spent or carried forward by individual faculty will be available (by written request) for expenditure by other faculty in the current budget year or for use by the department chair for other purposes.

Faculty are encouraged to pursue other sources of funding for scholarship and teaching activities (e.g., TLC sponsored travel to teaching conferences; the University Research Committee; external funding). Faculty who have received external funding will, when

possible, have access to a portion of the money coming to the Psychology Department for faculty development activities.

Example:

04-05 Department Budget: \$21,000

Faculty Development Fund: \$8,000

Individual Faculty Allotment: \$350

Bonus for Presenting: \$50 (15% of \$350)