

Appendix L.
Distribution of Provost Faculty Development Funds Policy
Department of Psychology
(Approved: 9/7/05)

This policy governs the distribution of faculty development funds awarded to individual faculty by the Provost. It assumes that such funds must be spent by the end of the fiscal year (June 30th) and that any unspent money may not be carried forward to the next year.

For bookkeeping purposes, requests to spend Provost Faculty Development money should be submitted by the faculty in writing to the department chair in advance of the expenditure.

Unspent money will be made available for redistribution to other faculty members. To accomplish this, faculty must either spend or declare their intention to spend (prior to the end of the fiscal year) their allotted money no later than the end of the spring semester. Unclaimed money will be available to other faculty for professional development activities at the discretion of the department chair.