

Approved 5/6/2020

Ad Hoc Academic Continuity Committee:
Recommendation Concerning University-Level Professional Development Funds
for Faculty Members in the Event of Campus Disruption

1. The Ad Hoc Academic Continuity Committee has considered the impact on funding for faculty professional development funding during the disruption caused by the COVID-19 pandemic. With a focus on issues critical to the continued academic progress of our students and the success of our faculty, the committee is concerned about funding that has been awarded to faculty members that they were not able to use and funding that was not able to be awarded or spent before the end the Fiscal Year 2020. These university-level funding sources include the Center for Teaching and Learning (CTL), University Teaching Council (UTC), the University Research Council (URC) and the Professional Development Excellence Pool (PDEP).
2. Given the foregoing, the Ad Hoc Academic Continuity Committee recommends the following concerning funding for faculty professional development that was awarded and not able to be used or unable to be awarded or spent during the disruption caused by the COVID-19 pandemic:
 - A. Any funds that were awarded by CTL, UTC and URC that individual faculty members were not able to use during the disruption caused by the COVID-19 pandemic will be carried over to the next fiscal year and made available for similar purposes.
 - B. Any funds in the CTL, UTC and URC budgets that were not able to be awarded or spent will be carried over to the next fiscal year and made available for similar purposes.
 - C. Consistent with A. and B. above, the CTL, UTC and URC shall determine, through their own governing processes how carry-over funds that were returned and/or unspent will be distributed (e.g., available for the original recipient; returned for redistribution) and eligibility to apply for those funds, as well as funds available for the current academic year.
 - D. These principles will apply to PDEP funds scheduled for distribution in academic year 2020-21 and beyond, as applicable. The individual professional development funds that were distributed to full-time non-tenure track faculty members in academic year 2019-20 are available for their use consistent with university policy.

- E. CTL, UTC, URC and PDEP should continue to award funds for faculty professional development during and subsequent to the disruption caused by the COVID-19 pandemic; however, these funding opportunities should not include funding for travel for the duration of the suspension of university-sponsored travel. In recognition of the ongoing importance of faculty professional development, conference registration and professional development costs not directly related to actual travel will continue to be awarded through these university-level funding entities.
3. The Ad Hoc Academic Continuity Committee recommends that faculty members who have been or will be unable to use funding awarded from CTL, UTC, URC and PDEP during the disruption caused by the COVID-19 pandemic contact the funding source to discuss the situation so that the funds can be returned to their sources and carried over to the next fiscal year.