

## Faculty Professional Development Funds Guidelines

Revised 2017

Faculty Professional Development Funds is an allotment of \$200.00\*\* each academic year for each full-time tenure-track or tenured faculty member. Guidelines for the use of the Faculty Professional Development Funds were developed by the Faculty Affairs Committee and approved by the Faculty Senate, and were recently updated based on the decreased amount of funds, from \$500.00 to \$200.00, along with other minor clarifications. Faculty may use their funds in a variety of ways, including paying for travel to a conference or workshop, membership dues for professional societies, journal subscriptions, enrolling in a course, books, teaching aids, software, supplies, and equipment. Faculty may also continue to pool funds with other faculty members in order to make larger purchases, such as for computers and other big-ticket items for work-related use and development.

Because there continues to be considerable confusion about the ordering, purchasing, and payment process, as well as ownership of what is purchased, these guidelines are to be followed in spending the Faculty Professional Development Funds. State funds are used and as such, there cannot be a gift of state funds to faculty. The tangible items purchased with these funds are college property.

1. Everything requested must be on a requisition (except travel requests).

There are definite advantages to following these procedures. Purchasing can often quote the items you want and receive discounts that make your cost 10-15% less than you budgeted. The Purchasing Department will also take into account freight charges and work with the vendors to include or reduce these costs. Since there can be no gift of state funds to faculty, there are auditing requirements and the use of requisitions is the best way of tracking these expenditures.

2. All tangible items (such as books, software, journals through subscriptions, supplies, and equipment, etc.) purchased with these funds are owned by the college.

This is true regardless of whether the cost of the items is under \$200.00 or over that amount and college funds are used to make up the difference. (See below for stipulations regarding uses of personal funds.) The tangible items purchased need to have a reasonable connection to the performance of your position or could be questioned by the auditor and/or deemed an ethics violation.

Purchase of Internet service for a personal home is not an allowable purchase.

3. Faculty should not use personal funds to supplement the Faculty Professional Development Funds if they are purchasing equipment, supplies, books, and other tangible items, which will be owned by the college.

According to the auditors, this is against state policy. The use of personal funds should be avoided in general. The only exceptions might be to supplement the \$200.00 for travel costs or in paying for a course the faculty member will take, subject to the appropriate Deans' approval. Faculty can supplement the \$200.00 and purchase something more expensive by using Division or Departmental funds, which requires the approval of the appropriate Dean. The item is still purchased using a requisition noting the two different budget codes (i.e., 1509 for the \$200.00 and #### for the Dept/Division) along with the respective amounts to each budget and necessary signatures for approval.

Tangible items over a requisite dollar amount, as determined by the Purchasing Department, are subject to a property tag # for inventory purposes.

4. Faculty may take items home that were purchased using their Faculty Professional Development Funds for job related activities.

They may use such items at home for job related activities if desired, but the items belong to the College and must be returned. Further, the faculty member should be prepared to produce these items if requested to do so by an auditor. If equipment is taken home, whomever is taking it to be used at home should give notice to the Purchasing Department - via e-mail or some other written message documenting the property tag # and location. Otherwise, the items will be assigned to divisions and not the individuals involved. This will make it much easier to locate items when doing inventory.

5. Faculty should endeavor to have these funds spent by May 1<sup>st</sup>, particularly if ordering supplies or equipment.

This provides enough time for the Purchasing Department to take care of any quote requirements and still allows orders and deliveries to be final before the end of the fiscal year (June 30<sup>th</sup>).

6. A Request for Authorization to Travel must be submitted with the Travel Estimate portion completed if the faculty member plans to use their Faculty Professional Development Funds to pay for all or part of any travel costs.
7. Faculty are not to purchase tangible items such as books, teaching aids, software, journals through subscriptions, supplies, and equipment on their own and then submit a receipt after the fact for the \$200.00.

Faculty members must fill out an approved requisition form and route through the appropriate Dean and then appropriate AVPI before being routed to the Purchasing Department. The Purchasing Department will process requisitions and create purchase orders.

A purchase of item(s) outside of the requisition process or in advance of filing a Request for Authorization to Travel and with the use of personal funds for later reimbursement is allowed on a limited basis where the purchase needs to be made in an expedient manner (i.e., sale of item(s), conference availability, or other emergent issues). With prior approval of the appropriate Dean, a faculty member may make the purchase and request reimbursement based on the expediency, completion of a "for pay" form and presentation of an itemized receipt. An email indicating the pre-approval from the Dean must be attached to the "for pay" form and receipts.

8. Faculty agreeing to pool money or forego money for use by another faculty member must notify Amanda Aunspaugh in an e-mail prior to expending the funds and/or submitting a request for purchase. The e-mail is to be appended by the faculty member to the requisition for the purchase of an item over \$200.00.

Where a faculty member agrees to forego money for use by another faculty member, whatever agreement the faculty members have for repayment during later year(s) is between the faculty members and will not be mediated by the College. Likewise, where money is pooled for shared use of tangible items, the College will not mediate use time or other details.

\*\*In 2017, the amount was reduced to \$200 per the MOU between AHE and the College:  
<http://www.columbiabasin.edu/MOU005>