SECTION 11.1 – COLLEGE PROFESSIONAL DEVELOPMENT PROCEDURES

The College of Professional Studies Professional Development funds are to be used chiefly in support of activities that enhance teaching effectiveness, research and scholarship endeavors, and/or the development of other knowledge/skills related to the individual’s professional roles and responsibilities. Each CPS department is allocated a portion of the CPS professional development fund based on the number of probationary, associate, and full professors as well as # of full-time State-funded staff. Because support is generally available to faculty and staff only to the extent that the professional development budget permits, requests may not be funded in full.

CSU DEFINITION OF PROFESSIONAL DEVELOPMENT: Pursuit of knowledge or skill through study, research, creative activities, travel, workshops or courses, sabbaticals, internships, apprenticeships, residencies or work with a mentor or master to enhance teaching as well as build expertise and remain current in one’s discipline [or professional practice].

Professional development funds may be requested for a variety of activities including such things as

- Travel to regional, national, or international professional conferences with priority given to those activities when CPS employee is presenting (research, panel discussion, seminar, workshop, etc.).
- Travel to professional development/training activity that supports teaching, research, professional activities as part of an individual’s role and responsibilities, university service activities, or other operational activities at HSU.
- Publication cost (e.g., open-access journal article)
- Professional memberships related to job performance

The College of Professional Studies supports the professional development of all faculty and staff to the extent that the professional development budget permits. Funding for professional development activities will be prioritized according to the following hierarchy

- Among faculty, priority will be given to probationary faculty up for tenure and or promotion.
- Priority will be given to activities where faculty or staff are presenting
- In relation to professional development activities, funds should be further prioritized for the following activities at the discretion of the department:
  - Probationary tenure track faculty presenting at a professional conference
  - Probationary tenure track faculty attending professional a conference or training
  - Tenured faculty (associate professor) presenting at a professional conference
  - Tenured faculty (associate professor) attending professional a conference or training
  - Fully promoted tenured faculty presenting at a professional conference
  - Fully promoted tenured faculty attending a professional conference
  - Staff attending a professional conference or training
  - Staff presenting at a professional conference
  - Non-tenure track instructor presenting at a professional conference
  - Non-tenure track instructor attending professional training
- Funding for all other professional development activities will be determined by the Department Chair in consultation with the CPS dean on a case-by-case basis according to the funds available and the relation of the activity to the strategic plans of the university.
Requesting Professional development Funding: Each Semester (Fall, Spring, Summer), faculty (tenure track or lecturer) and State-funded staff may submit a request for professional development funding using the CPS Professional Development Fund Request Form. It is helpful to have ready the following information at the time of the requests:

- Your name and position at Cal Poly Humboldt
- Name, date, and location of the activity
- Brief description of the activity (e.g. presenting at a national conference)
- Estimated budget for activity (travel, registration, lodging, etc.)

The department chair, in consultation with CPS dean’s office and department faculty as needed, will approve professional development requests based on the priorities stated above.

Submission Timeline for AY 2022-2023 only:

<table>
<thead>
<tr>
<th>Time of Professional Development Activity</th>
<th>Request Submission Due Date</th>
<th>Notification of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall: Sept.-Dec</td>
<td>October 20th</td>
<td>Mid- November</td>
</tr>
<tr>
<td>Spring: Jan-May</td>
<td>November 20th</td>
<td>Mid- December</td>
</tr>
<tr>
<td>Summer: June-Aug</td>
<td>March 20th</td>
<td>Mid-April</td>
</tr>
</tbody>
</table>

The number of funded professional development activities is subject to the limits of the CPS Professional Development budget and according to each CPS department’s allocation.

If your Professional Development Activity involves travel….

- Submit Concur Travel Request according to CSU Travel Policy: Complete the Concur travel request per instructions and please indicate in the Comments To/From Approvers/Processors section the amount of money allocated by your department from the Professional Development Fund.

Other Professional Development Activity…

- Work with your department coordinator to make approved purchases and other areas as restrictions apply (ie. IT approval).

General Process with Roles and Responsibilities:

1) Faculty/staff submits PD fund request via CPS Request form prior to the due date.
2) CPS budget analyst compiles all requests for each department and sends data to Department Chair for review
3) Department Chair determines PD fund allocation for the semester.
4) Department coordinator updates PD shadow budget in CPS- Budget Info drive
5) Faculty/staff complete the travel request form (if applicable).
6) Faculty/staff participates in PD activity and submits Concur travel expense report (if applicable).
7) CPS office reviews all Concur travel expense reports (if applicable).
8) Department coordinators reconcile PD shadow budget to OBI.