

**Professional Development – Article 15 of Collective Bargaining Agreement
Eligibility Guidelines and Reimbursement Procedures**

Adjunct Faculty Professional Development Fund of \$25,000 per year. Guidelines:

1. All members of the Adjunct Faculty Union are eligible for Professional Development Funds.
2. Application for funds and receipts must be submitted to the Union on the approved form within 15 days of the event.
3. Professional Development funds are available for conferences, seminars, workshops, or other training sessions related to the adjunct faculty member's teaching.
4. Awards are limited by availability of funds, the maximum award for any individual in a fiscal year (July 1 – June 30) is \$1,000.00. Priority is "first come/first served" for individuals who did not receive an award during the preceding fiscal year.
5. A brief report to the department chair describing how the experience improved teaching must be submitted before the end of the semester (Fall, Spring, or Summer) in which the event occurred.

The following are not covered by Professional Development Funds:

1. Conventions and scheduled meetings arranged by a professional organization for its own membership, whether or not the applicant is a member.
2. Training mandated by outside agencies or contracts.
3. Books for classes.

This policy may be amended by agreement between the University and the Union if necessary.