

## Tufts Part-time Faculty Professional Development Fund

In January 2015, the bargaining committee of the Tufts part-time faculty signed a union contract with the administration. Among its provisions, the contract established a Professional Development Fund of \$25,000 per year, to reimburse faculty for educational and professional development expenses of up to \$500 per faculty member per fiscal year (7/1-6/30). The Fund became operational July 1, 2015. Language of the union contract describing the Professional Development Fund is included on p. 4 of these Guidelines.

### Eligible Applicants

Part-time faculty members in the School of Arts and Sciences who have completed four (4) or more continuous years of teaching at Tufts (i.e, who are in Step 2 or 3 of the pay scale) are eligible to apply to the Professional Development Fund.

### Eligible Activities and Expenses

The activities, expenses, and material resources listed below are eligible to be reimbursed or paid for through the Fund. A past activity or expense must have occurred within 6 months of the date of application. A future activity or purchase must occur within 6 months after the date of application. When applying for the Fund, you must indicate how the activity or purchase relates to the courses you teach at Tufts, enhances our pedagogy, or contributes to your professional development.

- ◆ **Conference** – any portion of the registration, travel, or accommodation.
- ◆ **Workshop**, training session.
- ◆ **Course** taken for continuing education – support toward tuition and books purchased for the course.
- ◆ **Books** purchased for curriculum development and teaching of your courses.
- ◆ **Professional dues** to membership organizations relating to your field of teaching or practice.
- ◆ **Journal subscription** related to your teaching, that is not available through Tisch Library.
- ◆ **Curriculum-driven teaching aids**
  - Hardware and software – desktops, laptops, tablets, computer repairs, recording devices, graphic software, other specialized software, directly used for curriculum development and teaching (see additional information and process for purchasing desktop/laptops/tablets on pp. 2-4).
  - Other equipment – musical instruments, mats, screens, fabrics, art supplies, and specialized furnishings not otherwise provided by the department or university.
- ◆ **Archival documentation** – the hiring of people to videotape, photograph or otherwise record your classes, performances, workshops, exhibits, experiments, and other teaching events.
- ◆ **Civic engagement** – activities that enhance your pedagogy and student learning outcomes by engaging students in civic and social issues, community-based projects, and community-based events.

### Application Process

Applications are accepted on a rolling basis.

- ◆ Fill out the application form on p.5.
- ◆ Email your application form (just that page) to:
  - The Dean of Academic Affairs for your department – either Joseph Auner [joseph.auner@tufts.edu](mailto:joseph.auner@tufts.edu), Nancy Bauer [nancy.bauer@tufts.edu](mailto:nancy.bauer@tufts.edu), Bárbara M. Brizuela [Barbara.brizuela@tufts.edu](mailto:Barbara.brizuela@tufts.edu) or Robert Cook [Robert.cook@tufts.edu](mailto:Robert.cook@tufts.edu) (see list of deans, departments, and administrators on p. 2)
  - Tanya Larkin, Lecturer, English [tanya.larkin@tufts.edu](mailto:tanya.larkin@tufts.edu) (union representative)
  - and copy both your department administrator and Erica Colwell in the Dean's Office ([erica.colwell@tufts.edu](mailto:erica.colwell@tufts.edu)).

- ◆ Write in the subject line: Professional Development Fund Application.
- ◆ You will be notified within a week of your application whether it has been approved or not. You may be contacted by email if additional information is needed.

## Reimbursement

- ◆ Once your application has been approved, submit both your receipt(s) and the email from the Dean indicating that your application has been approved, to Erica Colwell in the Dean's Office.
- ◆ Reimbursement will be in the form of an automatic deposit in your bank account (the same account where your paycheck is deposited).
- ◆ Expect two weeks between submitting your receipt(s) and getting reimbursed.

### Arts & Sciences Academic Deans, Departments/Programs, and Department Administrators

Dean Bárbara Brizuela		Dean Joe Auner	
<i>Department or Program</i>	<i>Department Administrator</i>	<i>Department or Program</i>	<i>Department Administrator</i>
American Studies	Cynthia Sanders	Anthropology	Lynn Wiles
Chemistry	Eileen Coombes	Biology	Michael Doire
Economics	Debra Knox	Child Study and Human Development	Mary Ellen Santangelo
English	Wendy Medeiros	Classics	Noah Barrientos
Environmental Studies	Sara Gomez	Community Health	Yolanta Kovalko
History	Annette Lazzara	Earth & Ocean Sciences	Janet Silvano
Philosophy	Stephen Martin	ILCS	Vicky Cirrone
Physics & Astronomy	Caroline Merighi	Mathematics	Susan Cleary
Political Science	Paula Driscoll	Religion	Lynn Wiles
Psychology	Jessica Storozuk	Romance Languages	Beth Birdsall
Sociology	John Libassi		
Dean Robert Cook		Dean Nancy Bauer	
<i>Department or Program</i>	<i>Department Administrator</i>	<i>Department Administrator</i>	<i>Department Administrator</i>
Education	Michelle Paré	Art and Art History	Amy West
Occupational Therapy	Michelle Molle	Drama and Dance	Rita Ortolino-Dioguardi
UEP	Maria Nicolau	Museum Studies	Angela Foss
		Music	Julia Cavallaro

Note: Only departments and programs that have part-time faculty are listed.

## Purchase of desktops, laptops, and tablets

As a part-time lecturer, you can use the Professional Development Fund to purchase a laptop or tablet, either as a Tufts-issued or as a personal device, and a personal desktop.

### Option 1: Tufts-issued laptop or tablet

You can request a Tufts-issued Dell, Lenovo, or Apple laptop or tablet, which are the reliable brands that Tufts TTS buys from vendors. This will be a purchase by your department, toward which the \$500 will be a subsidy.

The advantages are that:

- You will have access to Tufts-issued software licenses that are expensive to buy or subscribe to on your own. To see which software licenses are available free or at a cost on personal devices or available only on Tufts-issued devices, go to <https://it.tufts.edu/soft> and click on the name of the software you are interested in.
- TTS will handle all the purchase, delivery and installation (set-up, connection to printers, software installation, email configuration, etc.).

- The laptop/tablet will be a quality, sturdy and reliable device, well-known by TTS technicians, and will last at least through the warranty (3 years) and may last longer, depending on your use.
- You can bring the device home and use it just as a personal computer for preparing courses, grading papers, etc., can use it in the classroom, and can travel with it to conferences, presentations, etc.

The disadvantages are that:

- You must pay to your department the difference between \$500 and the cost of the laptop/tablet. Tufts-issued laptops vary in cost from \$1,100 to \$2,500.
- The device is owned by your department. If the laptop is replaced at the end of its warranty, or after a longer period depending on use (3 to 5 years), the new laptop will not necessarily be returned to you. If you leave Tufts, you must return the laptop/tablet to Tufts.

### *Option 2: Personal desktop, laptop, or tablet*

The advantages of purchasing your own desktop, laptop, or tablet are that:

- The cost of the laptop/tablet can be lower on the market and the PDF would reduce it further. It is assumed that a desktop can only be personal, not Tufts-issued, since most part-time faculty do not have office space on campus.
- The purchase may be quicker, especially at times of great demand on TTS services, such as just before a semester.
- You own the device and can dispose of it as you want.

The disadvantages are that:

- You will not have access to certain Tufts-issued software licenses (see <https://it.tufts.edu/soft>).
- Brands other than Dell, Lenovo, or Apple have shorter warranties (90 months to a year) and TTS will only service them on a "best effort" basis, depending on TTS technicians' availability. If the warranty of a personal laptop/tablet of any brand has expired, TTS will service it for a fee. In which case, you should consider paying for repairs out of pocket.

## **Process for purchasing a laptop or tablet**

Contact Tufts Technology Services (TTS) at [it@tufts.edu](mailto:it@tufts.edu) or 617-627-3376. Explain what you are looking for and what you will be using it for. Choose whether you want TTS to buy the laptop/tablet for you through your department (option 1), or whether you want to buy your own on the market (option 2).

### **Option 1. Tufts-issued laptop or tablet**

1. If you want TTS to purchase the laptop/tablet for you, they will recommend the best product for your intended uses among Apple, Dell, and Lenovo devices. The cost will be between \$1,100 and \$2,500, depending on the device.
2. Once you have settled on a specific device, submit a PDF Application to your Academic Dean (see chart on p. 2) and to Tanya Larkin, and copy your Department Administrator (chart on p. 2) and Erica Colwell in the Dean's Office.
3. Once your application is approved, notify your Department Administrator that TTS will make that purchase, ask for your department ID number and give it to TTS, who will then initiate the purchase.
4. The Professional Development Fund amount of \$500 will be used to subsidize the cost of the laptop/tablet. It will be a transfer of funds from the Dean's Office to your department. Lastly, you will need to write a check to the Trustees of Tufts College for the difference between \$500 and the total cost of the device, and submit that check to your Department Administrator.
5. You are all set. TTS will purchase the device and set it up for you. The turnaround time between your request to TTS and getting the laptop/tablet will range, depending on the type of device, from a week (standard Dell laptops that TTS has in stock) to over a month (Apple laptops).

## **Option 2. Personal desktop, laptop, or tablet**

1. If you want to purchase your own desktop/laptop/tablet, TTS can still recommend the best product for your intended uses. You may want to take their advice. This is less necessary for iPads and Mini iPads, but could be useful for other types of tablets.
2. Submit a PDF Application to your Academic Dean and to Tanya Larkin, copying your Department Administrator and Erica Colwell, to be approved either for a recent (past 6 months) or future (next 6 months) purchase of a laptop/tablet.
3. Once your application is approved, and if for a future purchase, purchase the device at a store or online (Micro Center in Cambridge is a good place, with well-informed staff). If at a store, ask for both a printed and emailed receipt.
4. Scan your itemized receipt (or email your emailed one), and the email you received from the Dean approving your request, and send them to Erica Colwell in the Dean's Office.
5. You will be refunded up to \$500 for your purchase, through a direct deposit to the same bank account where your paychecks are deposited. The turnaround time between your purchase and getting your reimbursement will be approximately two weeks.
6. If needed, TTS will set up your personal laptop/tablet with connections to Tufts services, connect your device to printers, install anti-virus and other software, and configure your email. Most lecturers can do this on their own, but this could be useful if it is your first device. Please note that if you leave Tufts, any Tufts-licensed software installed on your laptop or tablet will need to be removed before you can take your device with you.

## **Contract language**

Copied below is the section of the part-time lecturers' union contract that describes the Professional Development Fund. The full text of the contract can be found at: [http://tuftsfacultyforward.org/wp-content/uploads/2015/01/CLEAN\\_FINAL\\_SEIU\\_Part\\_Time\\_Agreement\\_12\\_29\\_14WEB.pdf](http://tuftsfacultyforward.org/wp-content/uploads/2015/01/CLEAN_FINAL_SEIU_Part_Time_Agreement_12_29_14WEB.pdf)

### **Article 18 - Professional Development Fund**

**Section 1.** The University shall create a Professional Development Fund through which a part-time faculty member may apply for reimbursement for professional development opportunities or resources related to his/her scholarship, artistic or professional practice which will contribute to the improvement of teaching.

**Section 2.** The University shall contribute twenty-five thousand dollars (\$25,000.00) each fiscal year to such a fund beginning on July 1, 2015.

**Section 3.** These funds will not roll over from one year to the next.

**Section 4.** To be eligible for Professional Development funds, a part-time faculty member must be in Step 2 or 3 of the salary compensation system. In order to receive funding, the eligible faculty member shall submit a request stating the expenses for which he or she is requesting reimbursement and indicate how the opportunity or resource will enhance his or her pedagogy.

**Section 5.** Request for funds shall be submitted to a joint Union-University committee composed of three part-time faculty members designated by the Union and the three Deans and Associate Deans of Academic Affairs in Arts and Sciences. The Union-University committee shall review applications on a first-come first-served basis and will make final decisions on all applications.

**Section 6.** Each faculty member may be approved to receive up to five hundred dollars (\$500.00) in a fiscal year.

**Section 7.** Denial of a request for professional development funds shall not be grievable.

# Tufts Part-time Faculty Professional Development Fund

## Application

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Years at Tufts: \_\_\_\_\_

(must be 4 or more continuous)

Email address: \_\_\_\_\_

1. Description of eligible activity, event, purchase or expense

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2. Cost: \_\_\_\_\_

*Not to exceed \$500. One application can be submitted for the total, or several activities/expenses can be combined into a one-time application totaling \$500, or separate applications can be submitted at different times, for different activities, up to a total of \$500 within a fiscal year.*

3. Date of activity or purchase: \_\_\_\_\_

*Within 6 months before or after application date.*

4. How does this activity or purchase relate to the course(s) you teach at Tufts, enhance your pedagogy, and/or contribute to your professional development?

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Thank you.

Email your application to 4 people:

- the Academic Dean of your department or program (see chart on p. 2), either Joseph Auner [Joseph.Auner@tufts.edu](mailto:Joseph.Auner@tufts.edu), Nancy Bauer [nancy.bauer@tufts.edu](mailto:nancy.bauer@tufts.edu), Bárbara M. Brizuela [barbara.brizuela@tufts.edu](mailto:barbara.brizuela@tufts.edu), or Robert Cook [robert.cook@tufts.edu](mailto:robert.cook@tufts.edu)
- Tanya Larkin [tanya.larkin@tufts.edu](mailto:tanya.larkin@tufts.edu)
- copy to :
- your department administrator (see chart on p.2)
- Erica Colwell in the Dean's Office [Erica.colwell@tufts.edu](mailto:Erica.colwell@tufts.edu)

Write in the subject line: Professional Development Fund Application