

## Tufts Full-time Faculty Professional Development Fund

In June 2016, the bargaining committee of the Tufts full-time faculty signed a union contract with the administration. Among its provisions, the contract established a Professional Development Fund of \$15,000 per semester, to reimburse faculty for professional development expenses of up to \$650 per faculty member per fiscal year (9/1-6/30). Funds not used in the Fall semester may be rolled over to the next Spring semester. However, these funds will not roll over from one fiscal year to the next.

### Senior Lecturers

Senior lecturers are entitled to \$750 in professional development money per year consistent with the provisions of the Promotion Article in the FT CBA. Senior lecturers do not need to apply to use these funds. They are automatically deposited into their professional development account (please contact your department/program administrator if you need help accessing your account). Only if a senior lecturer wishes to receive additional funding beyond his/her yearly \$750, then he/she can apply for up to \$650 to the appropriate academic dean using this application. Additional funding will only be approved if the senior lecturer's \$750 in funding has already been exhausted or demonstrably committed for an upcoming expense.

### 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 but within the fiscal year. All receipts need to be submitted prior to fiscal year-end deadlines for processing expenses of the applicable fiscal year (i.e., the year in which the request was made). When applying for the Fund, full-time faculty members must indicate how the activity, purchase, or material resource a) relates to the courses they teach at Tufts, b) enhances their pedagogy, and c) contributes to their 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 courses by the full-time faculty.
- ◆ **Professional association dues**
- ◆ **Journal subscription** related to the faculty's teaching that is not available through Tisch Library.
- ◆ **Curriculum-driven teaching aids**
  - Hardware and software beyond what is already provided by your Department – laptops, tablets, recording devices, graphic software, other specialized software, directly used for curriculum development and teaching (see additional information and process for purchasing laptops/tablets on p. 2).
  - 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 classes, performances, workshops, exhibits, experiments, and other teaching events.
- ◆ **Civic engagement** – activities that enhance faculty's 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 one-page application form on p. 5.
- ◆ Email your application form to:

- The Academic Dean for your department or program – 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, programs, and department/program administrators on p. 2)
- Union representatives on the Union-University committee: Matthew Harrington, Lecturer, Classics ([matthew.harrington@tufts.edu](mailto:matthew.harrington@tufts.edu)) and Sheriden Thomas, Lecturer, Drama & Dance ([sheriden.thomas@tufts.edu](mailto:sheriden.thomas@tufts.edu)).
- and copy either:
  - if you are an SMFA faculty member: Annalee Mendez ([Annalee.Mendez@tufts.edu](mailto:Annalee.Mendez@tufts.edu)) AND Laura DiBacco in the A&S Dean’s Office ([laura.dibacco@tufts.edu](mailto:laura.dibacco@tufts.edu)).
  - if you are in another A&S department or program: your department administrator and Laura DiBacco in the A&S Dean’s Office ([laura.dibacco@tufts.edu](mailto:laura.dibacco@tufts.edu)).
- ◆ Write in the subject line: **FULL-TIME 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.

List of Arts & Sciences Academic Deans, Departments, Programs, and Department/Program Administrators

Dean Bárbara M. Brizuela		Dean Joe Auner	
<i>Department or Program</i>	<i>Administrator</i>	<i>Department or Program</i>	<i>Administrator</i>
American Studies	Cynthia Sanders	Biology	Michael Doire
Chemistry	Justin Cronin	Child Study and Human Development	Mary Ellen Santangelo
Drama and Dance	Rita Ortolino-Dioguardi	Classics	Noah Barrientos
Economics	Debra Knox	International Literary and Cultural Studies	Vicky Cirrone
English	Wendy Medeiros	Mathematics	Noah Barrientos
Environmental Studies	Coco Gómez	Romance Studies	Gari Horton
History	Annette Lazzara		
Music	Jimena Codina		
Philosophy	Jaoud Elkamouss		
Psychology	Jessica Storozuk		
Race, Colonialism, & Diaspora (RCD)	Cynthia Sanders		
Sociology	John LiBassi		
Dean Robert Cook		Dean Nancy Bauer	
<i>Department or Program</i>	<i>Administrator</i>	<i>Department or Program</i>	<i>Administrator</i>
Education	Michelle Paré	SMFA	Annalee Mendez
Museum Education	Michelle Paré		
Occupational Therapy	Seath Crandell		
Urban and Environmental Policy and Planning	Maria Nicolau		

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

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**Paying for the Approved Activity or Purchase**

- ◆ Once your application has been approved (via email from the Dean), there are three options available to pay for the activity or purchase:

**PREFERRED:**

1. Use your Tufts-issued Corporate Purchase and Travel card to pay for up to \$650 of the expenses, and then reconcile the expenses as usual through Apptricity e-Expense – using Laura DiBacco ([laura.dibacco@tufts.edu](mailto:laura.dibacco@tufts.edu)) in the Dean's office as the Ad Hoc approver;
2. Have your Department/Program Administrator pay for the purchase using the departmental Tufts-issued Corporate Purchase and Travel card. They will then need to reconcile the expenses;

**IF THE ABOVE TWO OPTIONS ARE NOT AVAILABLE:**

3. Pay for the activity or purchase with your own funds and file a reimbursement using the process detailed below.

\*Note that computer purchases have the option of TTS purchasing the computer and then requiring you to write a check for the balance to the Trustees of Tufts College.

### Reimbursement of Private Payment

- ◆ As soon after the outlay as practical, create an expense report on the e-expense system Apptricity, with Laura DiBacco added as an ad hoc approver. Make sure your receipts are attached to the expense report. If you need assistance, your department/program administrator should be able to help you with Apptricity.
- ◆ 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.

### Process for purchasing a laptop, desktop, 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 device for you through your department (option 1), or whether you want to buy your own on the market (option 2).

#### Option 1. Tufts-issued device

1. If you want TTS to purchase the device for you, they will recommend the best product for your intended uses among Apple, Dell, and Lenovo devices, which are the reliable brands that Tufts purchases from vendors. The cost will range between \$1,100 and \$2,500, depending on the device.
2. Once you have settled on a specific device, submit a PDF Application as detailed above.
3. Once your application is approved, notify your Department Administrator that TTS will make the purchase, ask Tony Luongo ([tony.luongo@tufts.edu](mailto:tony.luongo@tufts.edu)) for the Professional Development Fund department ID number and give it to TTS, who will then initiate the purchase.
4. The Professional Development Fund amount of \$650 will be used to subsidize the cost of the device. 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 \$650 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 device 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 device

1. If you want to purchase your own device directly, 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 as detailed above, to be approved either for a recent (past 6 months) or future (next 6 months, but within the fiscal year) purchase of a device.
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 send it to Laura DiBacco (laura.dibacco@tufts.edu) in the Dean's office. You will also need to forward the email you received from the dean approving your request.
5. You will be refunded up to \$650 for your purchase, through a direct deposit to the same bank account where you get your compensation deposits. The turnaround time between your purchase and getting your reimbursement will be approximately two weeks.
6. If needed, TTS will set up your personal device with connections to Tufts services, connect your device to printers, add 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.

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## **CONTRACT LANGUAGE**

Copied below is the section of the full-time lecturers' union contract that describes the Professional Development Fund. The full text of the contract can be found at: <http://as.tufts.edu/documents/fullTimeLecturersCBA.pdf>

### **ARTICLE 17 – PROFESSIONAL DEVELOPMENT**

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

**Section 2.** The University shall contribute fifteen thousand dollars (\$15,000.00) each semester to such a fund beginning on July 1, 2016.

**Section 3.** Funds not used in the Fall semester may be rolled over to the next Spring semester. However, these funds will not roll over from one fiscal year to the next.

**Section 4.** In order to receive funding, the eligible faculty member shall submit a request stating the expenses for which he/she is requesting reimbursement and indicate how the opportunity or resource will enhance his/her pedagogy.

**Section 5.** Request for funds shall be submitted to a joint Union-University committee composed of two lecturers designated by the Union and the two 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 six hundred fifty dollars (\$650) in a fiscal year.

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

**Section 8.** Senior lecturers are entitled to additional professional development money consistent with the provisions of the Promotion Article.

# Tufts Full-time Faculty Professional Development Fund

## Application Form

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

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

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

Rank: \_\_\_\_\_

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

1. Please describe the eligible activity, event, purchase or expense:

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2. Total Cost: \_\_\_\_\_ Total Funding Request: \_\_\_\_\_

*\*Reimbursement cannot exceed \$650, although the total cost may be higher. Separate applications can be submitted at different times, for different activities, up to a total of \$650 within a fiscal year, or several activities/expenses can be combined into a one-time application totaling \$650, or one application can be submitted for the total.*

*\*\*This form is not to be used by Senior Lecturers who want to use the \$750 in their professional development account.*

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

*\*Actual or proposed within 6 months before or after the application date but before the end of the fiscal year.*

4. Please describe how this activity or purchase relates to the course(s) you teach at Tufts, enhances your pedagogy, and/or contributes to your professional development.

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5. Email your application (with attached documentation of projected expenses or receipts if you have them):

- to the Academic Dean of your department or program (see list 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)
- to union representatives Matthew Harrington [matthew.harrington@tufts.edu](mailto:matthew.harrington@tufts.edu) and Sheriden Thomas [sheriden.thomas@tufts.edu](mailto:sheriden.thomas@tufts.edu)
- and copy both your department/program administrator and Laura DiBacco in the Dean's Office [laura.dibacco@tufts.edu](mailto:laura.dibacco@tufts.edu)

Write in the email subject line: **FULL-TIME Professional Development Fund Application**