

## Tufts Part-time Faculty Professional Development Fund

In Fall 2017, 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 \$40,000 per year, to reimburse faculty for educational and professional development expenses of up to \$1,000 per faculty member in a two (2)-fiscal-year (7/1-6/30) period starting with FY17-18. At the end of the first year of a given two (2)-fiscal-year period, any amount below this two (2)-year cap that remains unused by a part-time faculty member will roll over into the next fiscal year. The Fund became operational July 1, 2017. Language of the union contract describing the Professional Development Fund is included starting on p. 6 of these Guidelines.

### Eligible Applicants

Part-time faculty members in the School of Arts and Sciences (including the SMFA) who have completed more than two (2) continuous years of teaching at Tufts 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 and within the fiscal year. A future activity or purchase must occur no later than 6 months after the date of application but within the fiscal year. All receipts must 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). **All applications must be submitted by June 23 of any given fiscal year.** Any exceptions must be approved by the Dean. When applying for the Fund, you must indicate how the activity or purchase relates to the courses you teach at Tufts, enhances your 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 and 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. 3-5).
  - 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 **and submit ONLY** the application form on p.5.
- ◆ Email your application form (**just that page**) to:

- The Dean of Academic Affairs for your department/program – either Sam Thomas [sam.thomas@tufts.edu](mailto:sam.thomas@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 administrators on p. 2-3)
- Cheryl Tano ([cheryl.tano@tufts.edu](mailto:cheryl.tano@tufts.edu)) Lecturer in Romance Studies, PDF Manager, and union representative
- and copy your department/program administrator, your department chair/program director, and Lesli DuBose in the A&S Dean’s Office ([lesli.DuBose@tufts.edu](mailto:lesli.DuBose@tufts.edu)). If you are an SMFA faculty member also cc Annalee Mendez ([Annalee.Mendez@tufts.edu](mailto:Annalee.Mendez@tufts.edu))
- ◆ Write in the subject line: PART-TIME Professional Development Fund Application.
- ◆ You will be notified of whether or not it has been approved within a week of your application. You may be contacted by email if additional information is needed.

### Paying for the Approved Activity or Purchase

- ◆ Once your application has been approved (via email from the Dean), there are two options available to pay for the activity or purchase:
    1. **PREFERRED:** Pay for the activity or purchase with your own funds and file a reimbursement claim using the process detailed below.
    2. **IF THE ABOVE OPTION IS NOT POSSIBLE:** 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.
- \*Note that for computer purchases you 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 as possible work with your department/program administrator to create an expense report on Apptricity, with Lesli DuBose as ad hoc approver. **Make sure all receipts are attached. Remember the June 30 deadline for all receipts.**
- ◆ Reimbursement will be in the form of an automatic deposit into 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 Administrators

Dean Bárbara M. Brizuela		Dean Sam Thomas	
<i>Department or Program</i>	<i>Administrator</i>	<i>Department or Program</i>	<i>Administrator</i>
Chemistry	Justin Cronin	Anthropology	Lynn Wiles
Civic Studies	Lesli DuBose	Art and Art History	Amy West
Drama and Dance	Rita Ortolino-Dioguardi	Biology	Michael Doire
Economics	Debra Knox	Child Study and Human Development	Mary Ellen Santangelo
English	Wendy Medeiros	Classics	Noah Barrientos
Environmental Studies	Coco Gómez	Earth and Ocean Sciences	Lindsay Riordan
History	Annette Lazzara	International Literary and Cultural Studies	Vicky Cirrone
Music	Jimena Codina	Mathematics	Noah Barrientos

Philosophy	Jaoud Elkamouss	Religion	Lynn Wiles
Physics & Astronomy	Cassandra Matthews	Romance Studies	Gari Horton
Political Science	Paula Driscoll	Science, Technology, & Society (STS)	Aidan Kestigian
Psychology	Jessica Storozuk		
Race, Colonialism, & Diaspora (RCD)	Cynthia Sanders		
Sociology	John LiBassi		
Theatre, Dance, & Performance Studies	Rita Ortolino-Dioguardi		
<b>Dean Robert Cook</b>		<b>Dean Nancy Bauer</b>	
<i>Department or Program</i>	<i>Administrator</i>	<i>Department or Program</i>	<i>Administrator</i>
Education	Michelle Paré	Film & Media Studies	Gina O'Connor
Museum Education	Michelle Paré	SMFA	Annalee Mendez
Occupational Therapy	Seath Crandell		
Urban and Environmental Policy and Planning	Maria Nicolau		

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, tablet, or desktop either as a Tufts-issued or personal device. If you purchase one such item of technology in one year, you may not purchase another until three years later.

### *Option 1: Tufts-issued laptop, tablet, or desktop*

You can request a Tufts-issued Dell, Lenovo, or Apple laptop, tablet, or desktop, which are the reliable brands that Tufts TTS buys from vendors. This will be a purchase by your department/program, toward which the \$1,000<sup>1</sup> 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/desktop 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. In the case of laptops and tablets, can use it in the classroom, and can travel with it to conferences, presentations, etc.

The disadvantages are that:

- You must pay your department/program the difference between \$1,000 and the cost of the laptop/tablet. Tufts-issued laptops vary in cost from \$1,100 to \$2,500.

<sup>1</sup> All references to \$1,000 assume that the part-time faculty member is eligible for the full amount during the given two- (2) year period. There will be cases when part-time faculty have already spent part of their \$1,000 allowance in the previous fiscal year, in which case the eligible amount will be less than \$1,000 in the present fiscal year.

- The device is owned by your department/program. 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/desktop can be lower on the market and the PDF would reduce it further.
- 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 device 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, 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 laptop/tablet/desktop for you through your department/program (option 1), or whether you want to buy your own on the market (option 2).

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

1. If you want TTS to purchase the laptop/tablet/desktop for you, they will recommend the best product for your intended use 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. 2-3) and to Cheryl Tano, and copy your Department/Program Administrator (chart on p. 2-3) Lesli DuBose in the A&S Dean's Office as well as Annalee Mendez if you are at the SMFA.
3. Once your application is approved, notify your Department/Program Administrator that TTS will make that purchase and they will work with Tony Luongo ([tony.luongo@tufts.edu](mailto:tony.luongo@tufts.edu)) to initiate the purchase.
4. Lastly, you will need to write a check to the Trustees of Tufts College for the difference between \$1,000 and the total cost of the device, if applicable, and submit that check to your Department/Program 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 vary, 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 use. 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 Cheryl Tano, copying your Department/Program Administrator and Lesli DuBose (as well as Annalee Mendez if you are at the SMFA) to be approved either for a recent (past 6 months but within fiscal year) or future (next 6 months but within 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).
4. As soon as possible work with your department/program administrator to create an expense report on Appticity, with Lesli DuBose as ad hoc approver. **Make sure all receipts are attached. Remember the June 30 deadline for all receipts.**
5. You will be refunded up to \$1,000 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 device 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.

### **CBA language**

Copied below is the section of the Collective Bargaining Agreement (CBA) between Tufts University and its part-time lecturers' union that describes the Professional Development Fund. The full text of the CBA can be found at: <http://as.tufts.edu/documents/CBApartTimeLecturers.pdf>

## ARTICLE 18

### PROFESSIONAL DEVELOPMENT FUND

18.1 The University shall create a Professional Development Fund through which a Faculty Member may apply for reimbursement for professional development opportunities or resources related to their scholarship, artistic or professional practice which will contribute to the improvement of teaching.

18.2 The University shall contribute forty thousand dollars (\$40,000.00) each fiscal year to such a fund beginning on July 1, 2017.

18.3 These funds will not roll over from one year to the next.

18.4 To be eligible for Professional Development funds, a Faculty Member must have completed two (2) years of service at the University. In order to receive funding, the eligible Faculty Member shall submit a request stating the expenses for which they are requesting reimbursement and indicate how the opportunity or resource will enhance their pedagogy.

18.5 Request for funds shall be submitted to a joint Union-University committee composed of three (3) Faculty Members designated by the Union and the three (3) Deans and Associate Deans of Academic Affairs in Arts and Sciences. The Union-University committee shall review application on a first-come first-served basis and will make final decisions on all applications.

18.6 Each Faculty Member may be approved to receive up to one thousand dollars (\$1,000.00) in a two (2)-fiscal-year period. At the end of the first year of a given two (2)-fiscal-year period, any amount below this two (2)-year cap that remains unused by a Faculty Member will roll over into the next fiscal year.

18.7 Denial of a request for professional development funds shall not be grievable.

# Tufts Part-time Faculty Professional Development Fund Application

## PLEASE MAKE SURE TO FOLLOW INSTRUCTIONS

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

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

Department/Program: \_\_\_\_\_

Years at Tufts: \_\_\_\_\_  
(must be more than 2 continuous)

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

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

---

---

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

*Not to exceed \$1,000 in a 2-year period starting 7/1/2017. One application can be submitted for the total, or several activities/expenses can be combined into a one-time application totaling \$1,000, or separate applications can be submitted at different times, for different activities, up to a total of \$1,000 within two (2) fiscal years.*

3. Please note any reimbursements received within the last two (2) fiscal year cycle (starting 7/1/17):

---

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

*Within 6 months before or after application date but before the end of the fiscal year.*

5. 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?

---

---

---

Email your application to the following people. Address to:

- the Academic Dean of your department/program (see chart on p. 2-3), either Sam Thomas [Sam.Thomas@tufts.edu](mailto:Sam.Thomas@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)
- Cheryl Tano [Cheryl.Tano@tufts.edu](mailto:Cheryl.Tano@tufts.edu)

and copy:

- your department/program administrator and chair/director (see chart on p. 2-3)
- for SMFA: [Annalee.Mendez@tufts.edu](mailto:Annalee.Mendez@tufts.edu) AND [Lesli.DuBose@tufts.edu](mailto:Lesli.DuBose@tufts.edu)
- for all other A&S departments/programs: [Lesli.DuBose@tufts.edu](mailto:Lesli.DuBose@tufts.edu)

Write in the subject line: PART-TIME Professional Development Fund Application