INCENTIVIZED PROFESSIONAL DEVELOPMENT STIPENDS: 2020-21

Overview
Academic Affairs may incentivize professional development activities for faculty for a number of reasons including to encourage faculty participation in trainings, workshops, facilitated conversations, etc. in targeted areas (e.g., interdisciplinary collaboration, digital learning, fostering an inclusive campus environment) or as a small token of appreciation for and recognition of the time involved in participating in certain service activities.

Cost Center: 4122100250 – Faculty Professional Development

Eligibility Criteria
Full-time faculty (1.0FTE) are eligible to accrue funds that can be used to support future professional development activities through participation in approved activities and events. Information about eligible activities is available on the CFE website at https://www.unomaha.edu/faculty-support/professional-development.php

Eligible activities for 2020-21:

• Communities of Practice
  o Leadership of COP: $100/year, or
  o Participate in COP: $100/year

• Faculty Leadership Forum
  o Leadership of FLF: $100/year (if 8 or fewer participants), $300/year (if 9+), or
  o Participate in FLF: $100/year

• Diversity, equity and inclusion workshops:
  o Leadership of event: $100/event, variable for leading a series or complex workshop
  o Participate in event: $100/event

• Search Training
  o Attend workshop: $250/year
  o Serve as search advocate on at least one search committee: $250
  o Participate in search advocate advanced professional development activities: NA

• Racial Equity Institute workshop
  o Participate in event: $250

Process Information
For Faculty
Faculty accrue professional development funds by participating in approved incentivized professional development events and activities or approved service activities. Eligible opportunities are posted on the Center for Faculty Excellence (CFE) website. CFE monitors participation in eligible events/activities and tracks the accrual of professional development funds throughout the year for each faculty member. Funds accrued in one year become eligible for use in the following fiscal year (i.e., after July 1st). Professional development funds may be accrued (or banked) over multiple years, but should generally be used within three years of accrual.

Near the end of the fiscal year, faculty will be notified by CFE of the availability of professional development funds accrued during the current fiscal year and provided information on accessing those funds. Notification will occur

1 AVC Faculty Affairs > Faculty Professional Development > Incentivized Professional Development Overview – April 2021.
2 In special circumstances, full-time staff may be eligible for professional development funds through CFE. Prior approval is required. Questions? Contact the Center for Faculty Excellence (unofacdev@unomaha.edu)
by mid-May and will consist of an email to the faculty member with the chair/director and college business manager copied on the email.

Professional development funds can only be used to support professional development related expenses. Funds will not be paid out as salary and should not be used for office supplies, furnishings or furniture, or general operating expenses. Permissible uses include:

- Professional association membership fees
- Conference related costs (e.g., registration, travel, lodging)
- Books, software, or other items related to professional development
- Webinar registration fees
- Technology purchases

At the time a faculty member wants to use their professional development funds, they should work with their unit or college business manager to submit the expense in accordance with unit and/or college processes. All charges and reimbursements must be in compliance with institutional guidelines (e.g., permissible expenditures, reimbursements completed within 60 days, etc).

For Business Managers
To access the professional development funds referenced here, faculty should follow unit and/or college processes associated with support of, or reimbursement for, professional development opportunities. Eligible charges or reimbursements should be submitted against the cost center with appropriate documentation. Please include the faculty member’s name in the notes. Transactions will be reviewed and must be approved by Academic Affairs. All university policies apply.

Cost Center: 4122100250 – Faculty Professional Development

Questions

Faculty
For general information about incentivized professional development activities or service, please contact Candice Batton, AVC for Faculty Affairs. Faculty can also contact Kim Harkins, CFE Administrative Technician, for questions about incentivized activities (e.g., what events are eligible, amount of incentive, when can funds be accessed) and amounts accrued during the current fiscal year. For cumulative balance information or questions about permissible expenses, faculty (or business managers) should contact Christine Hoffman in Academic Affairs.

- Candice Batton: cbatton@unomaha.edu or 402.554.4452 – general questions
- Kimber Harkins: knharkins@unomaha.edu or 402.554.2427 - eligible activities and accrual amounts for the current year
- Christine Hoffman: choffman@unomaha.edu or 402.554.2263 – accessing accrued funds for a specific purchase or reimbursement, current balance of accrued funds

Business Managers
For information about accessing the funds to post charges or process reimbursements, contact Wendy Duerfeldt Schutte, Director of Academic Budget, or Melissa Klein, Budget Assistant.

- Wendy Duerfeldt Schutte: wduerfeldtschutte@unomaha.edu or 402.554.6313
- Melissa Klein: msklein@unomaha.edu or 402.554.2622

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3 Technology purchases must be related to professional development and any equipment purchased is the property of the university. Technology purchases must comply with unit or college processes related to purchasing, maintaining, and inventorying equipment.