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## INCENTIVIZED PROFESSIONAL DEVELOPMENT STIPENDS: 2021-22

### Overview

Academic Affairs may incentivize professional development activities for faculty and staff for a number of reasons including to encourage faculty and staff 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 and staff (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 2021-22:

- Communities of Practice
  - Leadership of COP: \$100/year, or
  - Participate in COP: \$100/year
- Faculty Leadership Forum
  - Leadership of FLF: \$100/year (if 8 or fewer participants), \$300/year (if 9+), or
  - Participate in FLF: \$100/year
- Diversity, equity and inclusion workshops:
  - Leadership of event: \$100/event, variable for leading a series or complex workshop
  - Participate in event: \$100/event
- Faculty Search Training (FULL-TIME FACULTY ONLY)
  - Attend workshop: \$250/year
  - Serve as search advocate on at least one search committee: \$250
  - Participate in search advocate advanced professional development activities: NA
- Equity and Inclusion Certificate Program
  - Participate in program: \$250

### Process Information

#### *For Faculty and Staff*

Faculty and staff 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/staff member. Funds accrued in one year become eligible for use in the following fiscal year (i.e., after July 1<sup>st</sup>). 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 and staff 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 by mid-May and will consist of an email to the faculty/staff member. Chairs/directors and

college business managers will receive a list of all individuals in their college/department who earned funds and how much each individual earned.

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. Funds may not be transferred to another person. 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<sup>1</sup>

At the time a faculty or staff 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/staff 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.

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##### Questions

##### *Faculty/Staff*

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](mailto:cbatton@unomaha.edu) or 402.554.4452 – general questions
- Connie Schaffer: [cschaffer@unomaha.edu](mailto:cschaffer@unomaha.edu) – 402.554.2023 – general questions
- Kimber Harkins: [knharkins@unomaha.edu](mailto:knharkins@unomaha.edu) or 402.554.2427 – eligible activities and accrual amounts for the current year
- Christine Hoffman: [choffman@unomaha.edu](mailto: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 Jason Cottam, Director of Academic Operations.

- Jason Cottam: [jcottam@unomaha.edu](mailto:jcottam@unomaha.edu) or 402.554.6313

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<sup>1</sup> 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.