

Northeastern University Adjunct Faculty Professional Development Fund

Dear Northeastern SEIU 509 Members,

An important Benefit under our Union Contract is the **Professional Development Fund** (Article 14). This Fund allows you to apply for up to \$500 per fiscal year (July through June) for expenses related to your teaching.

To qualify for this fund, you must have Good Faith Consideration (GFC). *This means that you have taught the same course in three semesters over three years, most recently within the past year.*

The Professional Development Fund (PDF) is a vital part of our contract, as it means recognizing us as teaching professionals. Everybody who has GFC should apply for these funds—for your benefit and to show how much we value this resource.

Steps to apply for and access funds:

- Complete the Pre-Approval Form and submit it to your Department Head.
- The Department Head has 10 days to approve it and send it to the Provost's Office.
- The Provost's Office has 21 days to accept/reject the application and notify the Department Head, who then notifies you.
- After approval, complete the development activity and *save your receipts*.
Submit receipts to the Department Head within 60 days.

The whole process can take as long as 31 days. Don't wait to start your application!

There are many types of expenses for which these funds can be used. Our contract specifies that this money is for “professional development activities related to teaching.” That can include (among other things):

- Conference fees,
- Professional training,
- Publishing costs,
- Books and journals in your field, or
- Travel to a research library.
- (Laptops are excluded.)

If you've received PDF funds already, remember you can apply again each year
(or the same year, up to the annual \$500 limit)!

Let's make our union stronger by using every bit of the gains we've won so far.

**In Solidarity,
Your Northeastern Adjunct Faculty Union**

Northeastern University

Office of the Provost

Part-Time Faculty Development Fund (PFDf) Proposal Cover Sheet

Name:

Faculty Title:

Department/College:

Date of Initial faculty appointment at Northeastern:

1. Please describe the professional development activity **related to teaching** (including proposed beginning and ending dates) in the proposal for which you are seeking PFDf funding (3 pages or less).
2. Please itemize the expenses for which you request PFDf funding.
3. Please attach to your proposal a brief *curriculum vitae* (no longer than five pages, please).

Signature of Faculty Member

Date

I approve this proposal and verify that this faculty member meets the criteria for Good Faith Consideration* per the Collective Bargaining Agreement.

Signature of Academic Unit Head or Designee

Date

*Good Faith Consideration is given to part-time faculty member for a course assignment where (a) the faculty member has not been subject to any disciplinary action issued by the University within the current year or the preceding three years; (b) the faculty member has been assigned to teach the same course for which s/he seeks assignment during at least three academic terms during the previous three years; and (c) the same course (the identical course number and identical campus) is being offered within one year of the faculty member's most recent assignment to teach that course. This excludes online courses except those online courses taught by faculty members who were teaching during the spring 2016 term where the faculty member is later assigned a course with the identical course number but with a delivery method of on the ground, hybrid or blended on the Boston campuses.

The following CSSH – English courses are considered the “same course:” All on-ground, not online first year writing courses ENGW 1102, 1110, 1111. All on-ground, not online, Advanced Writing in the Disciplines section of the following courses: ENGW 3302, 3304, 3305, 3306, 3307, 3308, 3309, 3310, 3311, 3313, 3314, 3315.