

ANNOUNCING AN ADDITIONAL APPLICATION ROUND DEADLINE: MAY 30th

A quick additional round has been added to the Fall and Spring application periods because some money remains in this year's Professional Development Fund. The Fund is budgeted annually, which means awarded monies must be spent by mid-June to permit reimbursement to successful applicants by the end of the fiscal year on June 30th. Therefore in your application be sure to apply for eligible expenditures, i.e., that advance your professional development and thereby enhance your teaching, that you have already incurred or will incur before June 15th, by which day receipts for approved expenses must be submitted. If you've not already attended a conference or a training or done something else that fits in the award criteria for which you'd like to apply for reimbursement, consider things such as books or tuition for summer training that could be paid for after you get word that your application was successful so that you'd then be able to submit receipts prior to June 15th.

BRANDEIS FACULTY FORWARD (SEIU 509) PROFESSIONAL DEVELOPMENT FUND

The SEIU 509 contract with the Brandeis Administration, signed May 4, 2017, establishes a Professional Development Fund to which eligible Brandeis faculty, as defined by the Collective Bargaining Agreement (CBA), can apply for support for "funding for professional development opportunities or resources that support their teaching at Brandeis" as described in Article 11 of the CBA.*

OVERVIEW OF THE FUND: "Effective the beginning of each fiscal year the University shall contribute twenty-five thousand dollars (\$25,000.00) to the Professional Development Fund each fiscal year. Any unused funds in one fiscal year shall not roll over to the next fiscal year."

ELIGIBILITY: "To be eligible for Professional Development funds, a Faculty Member must teach a minimum of two (2) courses or its equivalence during the year in which the Faculty Member applies for Professional Development funds, and the Professional Development funds must be spent within that year. Eligible Faculty Members should have taught for at least one year at Brandeis prior to applying for these funds." Year here refers to an academic year.

WHAT THE FUND SUPPORTS: Monies from the Fund are to be used to support professional development opportunities or resources that "enhance their professional development and, in turn, pedagogy at the University." These activities can include (but are not limited to) conferences (e.g., registration, travel, and lodging), workshops/training, courses (e.g., tuition and books), books, membership dues to professional organizations related to one's field of teaching, journal subscriptions related to one's teaching and that are not available

* All quotations are from the Brandeis University-SEIU Local 509 PT-NTT Faculty Final Agreement, which can be downloaded at

<https://www.brandeis.edu/humanresources/CollectiveBargainingAgreement/documents/Brandeis-SEIU%20Faculty%20Final%20Agreement-Signed.pdf> or

<http://www.seiu509.org/highered/brandeispt-cba-17-20/>.

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through the Brandeis Library, and hardware and software that are related to one's teaching. Per University policy, any equipment purchased with these funds is the property of the university.

ADMINISTRATION OF THE FUND: In accordance with the CBA, “[r]equest for funds shall be submitted to a subcommittee of the parties’ Labor Management Committee, with an equal number of members from the Union and the University, once each semester.” This subcommittee is composed of two Brandeis Faculty Forward representatives and two Administration representatives. Members of the subcommittee will not be eligible, in the semester that they serve on the committee, to apply for these funds. In recognition that some eligible faculty teach in only one semester, approximately half the available monies will be awarded in the Fall Semester and the remainder will be awarded in the Spring Semester. The Fall Semester application deadline is October 16 and the Spring Semester application deadline is February 20. Applications should be completed and submitted electronically via https://brandeis.qualtrics.com/jfe/form/SV_cY0ZXsGnSWAw5Dv. Note: some successful applications may be awarded partial funding.

The subcommittee’s decisions are final. Eligible faculty can receive only one award per academic year.

PROFESSIONAL DEVELOPMENT FUND COMMITTEE MEMBERS 2017-2018: Brandeis Faculty Forward is represented by Josh Ellsworth, Lecturer, Heller, and Dick Lockwood, Instructor, Heller; the University is represented by Karen Muncaster, Vice President of the Rabb School of Continuing Studies, and Heather Young, Assistant Dean of Arts and Sciences.

PROCEDURES FOR REIMBURSEMENT OF APPROVED EXPENSES: Faculty will be reimbursed for approved expenses. After the event or purchase, receipts for all approved expenses should be forwarded to Rawda Aljawhary (raljawha@brandeis.edu).