

# PROFESSIONAL DEVELOPMENT APPROVAL PROCESS

Department chairs have a role in reviewing some Faculty and all Staff Professional Development proposals. For further information about these processes, please refer to Chapter 4 of the Faculty Handbook and Section 2.11 of the Employment Guide for Business Travel Policies. Procedures differ by type of appointment.

## Dean's Professional Travel Funds

- Available to faculty and associated faculty depending on teaching responsibilities. Funds are generally prorated based on level of teaching
- Academic Faculty Travel Pre-Approval Forms are submitted to the Senior Administrative Assistant to the Dean of the College
- For faculty not continuing for next academic year, professional travel must occur before Commencement
- Details are found in Section 4.2 of the Faculty Handbook

## Cross Faculty Development Fund

- Available to faculty and associated faculty; priority given to tenured and tenure track faculty
- Approved by Faculty Development Committee
- Details are found in Section 4.3 of the Faculty Handbook

## BKT Research Grants

- Byron K. Trippet Assistant & Associate Professors eligible to apply
- Proposals submitted to the Senior Administrative Assistant to the Dean of the College and approved by Dean and relevant Division Chair
- Details are found in Section 4.4 of Faculty Handbook

## Sabbatical Leave Program

- Tenured faculty are eligible in their sixth year to apply for leave in seventh year; every seventh year thereafter.
- Department Chairs should be involved in discussions with faculty members about their plans in the two years prior to eligibility
- Sabbatical requests by tenured faculty are due by September 1 of the year preceding the requested sabbatical leave to the Department chair and Senior Administrative Assistant to the Dean of the College, who then submits it to the Division Chair (those undergoing a tenure review submit their sabbatical proposal in their review materials)
- When two or more members of the same department are simultaneously eligible, the Department Chair submits an evaluation of the effect on the Department's program to the Dean of the College
- Sabbatical reports are submitted to the Department Chair and the Dean of the College
- Details are found in Section 4.5 of Faculty Handbook

## Outside Grant Proposals

- Faculty should consult with Department Chair about their plans to apply for outside funding, including potential impact upon teaching availability and departmental resources
- Faculty must submit a Proposals Needs Checklist (<https://www.wabash.edu/grants/resources/forms/proposal-needs-checklist>) (<https://www.wabash.edu/grants/resources/forms/proposal-needs-checklist/>)

checklist/)), which notifies the Grants Office, Dean of the College, and Business Office of the planned submission. It's important to allow sufficient time for review before submission

- Details are outlined in Section 4.7 of the Faculty Handbook and in the Faculty Grants Manual (<https://www.wabash.edu/grants/>)

## Staff Professional Development and Travel (Business Travel)

- Attendance at workshops or conferences at the request of their supervisor or at initiation of staff member
- Approved by supervisor and the College officer in charge of the department's budget. In most cases in academic affairs, the College officer is the Senior Associate Dean of the College
- Reimbursed for reasonable travel expenses; primary funding source is departmental budget
- Non-exempt employees may be paid for hours worked while attending the meeting and engaged in work. Contact the Human Resource Office for more information.
- Details are outlined in Section 2.11 of the Employment Guide