

Subject: April NOM: Professional Development Policy
Date: Monday, April 5, 2021 at 2:06:17 PM Eastern Daylight Time
From: SOMD Deans Office
To: SOMD Faculty List
CC: SOMD Staff List
Attachments: Professional Development-DRAFT_2021-03-15.pdf,
somed20professional20development20final2005.11.1720mh.pdf

Dear faculty,

NOTICE OF MOTION: please review the attached revised SOMD Professional Development Policy document which we'll vote on at our next SOMD meeting on April 14th. The current policy is also attached for reference.

The largest revision to the policy is a change in submission dates, moving from one deadline (October 1) to two deadlines (June 1 and December 1) which will allow faculty and staff to submit summer/fall requests earlier and receive approval prior to event dates. If approved, we will implement the policy spring 2021 with the first deadline for requests due June 1, 2021 (for activities from July 2021-December 2021).

As a reminder this will be the second motion, in addition to the motion from the Undergraduate Office (proposal for revisions to the BA Music History & Literature program).

Thank you,
Tiffany

Tiffany Benefiel
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SCHOOL OF MUSIC AND DANCE
PROFESSIONAL DEVELOPMENT POLICY
DRAFT: March 15, 2021

The School of Music and Dance is committed to encouraging and supporting faculty and staff in professional development activities that further the university's academic mission and enhance teaching, scholarship, research, creative activities, service, and equity and inclusion. SOMD staff, Career NTTF instructors, and tenure-related faculty are eligible to apply for and receive available professional development funds. This policy does not address the expenditure of academic support account (ASA) funds, external grants or awards, or endowment funds, which have restrictions on use.

Professional development includes, but is not limited to:

- Travel support for conducting of research and/or creative activities
- Support for presenting of research and/or creative activities
- Participation in professional organizations related to the staff or faculty member's academic discipline and job duties
- Professional conferences
- Workshops
- Courses
- Training

The following procedures and criteria govern the allocation of available professional development funds:

- SOMD staff (classified staff and officers of administration), Career NTTF instructors, and tenure-related faculty are eligible to apply and request financial support for professional development activities.
- The proposal process occurs twice per year with a June 1 deadline for requests from July through December and a December 1 deadline for requests from January through June. The deadlines may be extended under extenuating circumstances, at the Dean's discretion.
- Professional development activities from July 1 through June 30 of the upcoming fiscal year are covered in requests.

As has been the school's ongoing practice for many years, endowment earnings from the NK Richards Endowment at the UO Foundation have been earmarked to support faculty and staff professional development. The available revenue is distributed in equal portions to all eligible applicants according to employee type and contingent upon allowability of request. It has been the practice of the school to provide partial funding support to at least one development activity per applicant. The size and value of the awards are dependent upon the number of applicants each year and the available resources from year to year.

Professional Development Policy

SCHOOL OF MUSIC AND DANCE

May 11, 2017

The School of Music and Dance is committed to encouraging and supporting faculty in professional development activities that further the university's academic mission and enhance teaching, scholarship, research, creative activities, service, and equity and inclusion. Career NTTF and tenure-related faculty are eligible to apply for and receive available professional development funds. This policy does not address the expenditure of academic support account (ASA) funds, external grants or awards, which have restrictions on use, or endowment funds, which have restrictions on use.

Professional development includes, but is not limited to:

- Travel support for conducting of research and/or creative activities
- Support for presenting of research and/or creative activities
- Participation in professional organizations related to the faculty member's academic discipline and job duties
- Professional conferences
- Workshops
- Courses
- Training

The following procedures and criteria govern the allocation of available professional development funds.

- All TTF and career NTTF are eligible to apply and request financial support for professional development activities. The proposal process occurs once per year with an October 1 deadline.

The SOMD Faculty Advisory Committee shall be responsible for serving as the consultative body for current and future Collective Bargaining Agreement implementation matters for the school. The Committee shall work with the dean to develop and implement the professional development policy.

As has been the school's ongoing practice for many years, endowment earnings from the NK Richards Endowment at the UO Foundation have been earmarked to support faculty and staff professional development. Due to the size of the faculty and staff, the available revenue is distributed in equal portions to all applicants with partial funding available to each applicant assuming funds are available. It has been the practice of the school to provide partial funding support to at least one development activity per person. The size and value of the awards are dependent upon the number of applicants each year and the available resources from year to year.