

## Faculty Development Funds

Faculty development funds are provided by the College to facilitate and nurture the professional growth and academic enrichment of faculty members. In collaboration with the VPAA and the Associate Deans, the Faculty Welfare and Fiscal Affairs committee is responsible for the allocation of these funds. The committee will have discretion in determining individual allotments from the total annual allocation so as to facilitate an equitable distribution over time.

Applications for attending professional conferences must be received in the VPAA office at least one month prior to any disbursement. A travel expense report and a professional development report also need to be filed with the VPAA office. (These forms are available on the SC website).

Allocations may also be used for membership dues in professional or academic organizations or the purchase of books and journals for academic and research purposes, related to the respective fields of faculty members. Faculty need to submit copies of expenses for membership dues and academic purchases to the VPAA office for approval by the Welfare Committee and subsequent reimbursement.

(If faculty members wish to assure prior approval for their purchases they may submit their list of books and journals to the committee before purchasing them.)