

*Updated process for Faculty Development Funds purchases*

**Department Faculty Development Fund**

- **Application** - Faculty submits funding Application to Department Chair.
- **Endorsement and approval** - Department Chair endorses and signs application.
- **Confirmation** - Chair sends preliminary approval of application to Library & Learning Services Dean to confirm budget and any issues or concerns (such as overseas travel).
- **Award Letter** – Library Dean sends letter to Awardee and cc’s 1) Department Chair, 2) School Admin Assistant, and 3) Office of the Provost. Award letter includes chart fields and class codes to be used.
  - Fund: 48485
  - Department: **22150**
  - Account: 606001 Travel In-State; 606002 Travel Out of State; 660009 Professional Development
  - Class Codes:
    - FDV1 – CNC;
    - FDV2 – ISS/GSMA;
    - FDV3 – S&M;
    - FDV4 – IBL;
    - FDV5 – MT;
    - FDV6 – ET;
    - FDV7 – ME;
    - FDV8 – Library;
    - FDV9 – Athletics/Health Center
- **Documentation** – Award letters filed in SharePoint (Faculty Development & Activities), and cost estimate recorded on tracking spreadsheet.
- **Purchases** – School Admin Assistant, in consultation with awardee, *(and, if necessary, Library Dean)* uses Concur for Airfare and Hotel. Procard is used for all other needs, e.g., registration.
- **Expenditure Approvals** - Library & Learning Services Dean confirms and approves Expense Report in Concur.
- **Documentation of Actuals** - Library Dean signs for Actuals under 22150. Actuals are recorded in Sharepoint tracking spreadsheet for reconciliation with AA Budget Analyst.

All documents are organized and saved in “Faculty Development & Activities” SharePoint site. All faculty development staff, school admin staff, and Office of the Provost have access to the site.

Slight modification to Academy-wide funds as Faculty Development Committee vets and approves.

<i>Fall Semester</i>	<i>Spring Semester</i>
<b>Department Development Funds</b>	<b>Academy wide Development Funds</b>
Application: To Dept Chair	Application: To Library Dean
Approval: Chair and/or Department	Approval: Faculty Development Committee