



LECTURER PROFESSIONAL DEVELOPMENT FUND
ACADEMIC YEAR 2024-2025 GUIDANCE

The purpose of this document is to provide guidance that may be used by academic units in reviewing requests submitted by Lecturers for allocations from the Professional Development Fund. The Fund provides Lecturers with the opportunity to apply for funding relating to activities meeting the professional development criteria set forth in the collective negotiations agreement between the AAUP-AFT Lecturer Chapter and the University. Any questions concerning the Fund’s contractual criteria or process may be directed to the Office of University Labor Relations (“OULR”) (j.greene@oulr.rutgers.edu). Thank you.

Lecturer Professional Development Fund	
Fund Amount for Fiscal Year 2025	The total amount allocated for all approved Fund requests for fiscal year 2025 is \$158,957.26. ¹
Eligibility Requirements	<ul style="list-style-type: none"> • Only Lecturers with negotiations unit status during Fall 2024 and/or Spring 2025 (individuals who hold appointments as a Lecturer during such semesters) are eligible to request funding. • Academic units cannot impose additional requirements that are inconsistent with this guidance or the terms of Article 11 of the collective negotiations agreement between the Lecturer Chapter and the University.
Requests that Academic Units May Approve	<p>Professional Development Criteria:</p> <ul style="list-style-type: none"> • Requests for funding must meet the following criteria: <i>“[P]rofessional development activities specifically related to the pedagogic and related professional development needs of Lecturers to enhance faculty knowledge, skills and/or abilities in connection with and related to their professional activities at Rutgers.”</i> • Fund requests for professional development activities that will occur during Fall 2024, Spring 2025 or Summer 2025 may be submitted by Lecturers for this year of the Fund (fiscal year 2025) provided such requests are submitted to the Lecturer’s academic unit by the November 15, 2024 deadline specified below. <p>Amount of Request:</p> <ul style="list-style-type: none"> • The collective negotiations agreement provides no maximum dollar amount for approved Fund requests. • For requests recommended by an academic unit and which move forward for review and final approval by the Executive Vice President for Academic

¹ The total Fund amount of \$158,957.26 applies to fiscal year 2025 only and includes \$33,957.26 from the fund amount for fiscal year 2024.

	<p>Affairs (“EVPAA”), the amount recommended by the unit is within the unit’s discretion.</p> <p>Travel Expenditures: Approved requests for funding by academic units may include reimbursement for travel expenditures only where the reimbursement relates to an activity meeting the professional development criteria set forth above.</p> <p>Ineligible Requests: Requests for funding relating to tuition, internet connectivity, internet upgrades and care plans for computer hardware and software, such as Apple Care, or other requests unrelated to the criteria above, are not eligible for allocations from the Fund.</p>
Review and Processing of Lecturer Applications	<ul style="list-style-type: none"> • Applications for funding submitted by Lecturers require submission to the Department Chairperson or Program Director for review and endorsement by the deadline indicated below. Applications are then sent to the Dean for review, endorsement or non-endorsement. • Lecturers may submit an optional cover sheet template with their application for funding. Submission of the template is not required. • All applications, including applications not endorsed by the Dean, are submitted to OULR (j.greene@oulr.rutgers.edu) by the deadline indicated below. • OULR will submit all applications received from all academic units, including applications not endorsed by the Dean, to the Office of Teaching Evaluation and Assessment Research (“OTEAR”) for equal consideration. • OULR will submit all applications submitted to and reviewed by OTEAR to the EVPAA for final review and approval.
Implementation of Approved Requests	No request for funding may be implemented until it is approved by the EVPAA and communicated to the Lecturer by the EVPAA.
Processing of Approved Requests	Lecturers with approved Fund requests must submit receipts, invoices and similar documentation to their academic unit in accordance with the requirements and procedures used by all faculty in each respective department for reimbursement or payment of approved expenses.
Applicable Deadlines	<p>Lecturers: Applications/requests for Fund allocations must be submitted by all Lecturers to their respective academic units by no later than the C.O.B., Friday, November 15, 2024.</p> <p>Academic Units: Please email all requests submitted by Lecturers, including those not approved by the Dean or the head of the unit, to OULR (j.greene@oulr.rutgers.edu) by no later than Friday, December 6, 2024.</p>
Funding Decisions	Funding decisions will be announced by the Executive Vice President for Academic Affairs by March 28, 2025.