

October 13, 2021

Memorandum to: Chancellors, Deans, Directors, and Department Chairs

From: Prabhas V. Moghe
Executive Vice President for Academic Affairs
Distinguished Professor



Subject: PTL Professional Development Fund for Academic Year **2021-2022**

As you are aware, our part-time lecturers (“PTLs”) are members of the AAUP-AFT union and are covered by a collective negotiations agreement. Pursuant to the contract, one benefit afforded to PTLs is the Professional Development Fund which provides Dean-approved funding to PTLs for expenses incurred relating to activities meeting the professional development criteria set forth in the contract. Below, please find additional information and details relating to the Fund for AY 2021-2022:

- Criteria: Per the language in the contract, funded professional development activities approved by academic units must be “specifically related to the pedagogic and related professional development needs of PTLs in connection with and related to their professional activities at Rutgers.”
 - Requests for funding that may be considered by academic units include funding for conferences, seminars, hardware, and software **provided such activities and items are deemed by the unit to meet the foregoing professional development criteria.**
 - Requests for funding are limited to activities that occurred or will occur in Fall 2021, Spring 2022, or Summer 2022.
- PTL Applications: PTLs requesting allocations from the Fund should follow the format detailed on page two of this memo, as well as the optional cover sheet template included.
- Total Amount Allocated for AY 2021-2022: The amount allocated for all approved Fund requests for this year is **\$89,674.24**. Per the contract, the entire fund amount must be awarded.
- Deadline for PTLs to Submit Applications: **PTLs must submit applications for fund requests to their units no later than 5:00pm on Friday, December 3, 2021.**
- Guidance for Academic Units: Attached, please find guidance providing additional details relating to the Fund’s requirements, processes, and timelines for this year to assist academic units with their review of requests for funding submitted by PTLs.

Consistent with last year, I am pleased to announce that all approved fund requests for AY 2021-2022 will be funded by the Office of the Executive Vice President for Academic Affairs. Academic units will not be required to fund approved PTL requests from the units’ budgets.

Academic units may now accept applications from PTLs for allocations from the Fund for the current academic year. Please instruct your Deans, Directors, and Chairs to inform the PTLs in your schools of the existence of the Fund, and that they should follow the format below in requesting allocations from the Fund. A cover sheet template is attached and may be used for guidance for PTLs, but it is not required.

FORMAT FOR REQUESTS FOR USE OF THE PTL PROFESSIONAL DEVELOPMENT FUND

- Name
- Department/decanal unit/campus
- Amount of funding requested along with a detailed budget outlining the use of funds
- Semester during which funds were expended (Fall 2021, Spring 2022, and/or Summer 2022)
- Project statement, including how the project relates to professional activities at Rutgers (limited to one page)
- Endorsement by Department Chairperson or Program Director
- Approval by Dean

Please email all applications/requests for funding approved by the Deans, to the Office of Academic Affairs (facultyaffairs@oq.rutgers.edu) **by 5:00pm on Friday, December 17, 2021**. Funding decisions will be announced by **February 11, 2022**.

If you have any questions regarding the Professional Development Fund's contractual criteria or process, please contact Kathleen Dempsey (kdempsey@oq.rutgers.edu). Questions concerning Dean-approved applications submitted in December 2021 may be directed to Academic Affairs (facultyaffairs@oq.rutgers.edu). Many thanks.

c: D. Cohen
K. Dempsey
G. Gigliotti
Q. Matchett
P. Mercado Hak
K. Stubaus
C. Wisnack
D. Wolcott