

## **PROFESSIONAL DEVELOPMENT POLICY – FACULTY**

### **Purpose**

The purpose of the Professional Development Policy is to establish the parameters for reimbursing members for approved eligible professional development expenses. Andrews University shall support the faculty in their professional development in the areas of teaching, research, and service, while complying with IRS regulations and managing its fiscal resources effectively and ethically. Professional development expenses shall relate solely to activities that enhance the faculty performance as a scholar-teacher.

### **Eligibility**

Every faculty member is eligible for professional development support subject to budget availability.

### **Eligible Expenses**

Expenses incurred by the faculty for professional development purposes may be eligible for reimbursement. Eligible expenses shall be reimbursed if original receipts are presented, approved by the relevant dean, and meet the following requirements:

1. Travel and associated expenses related to meetings, conferences, study leave or other similar professional activities.
2. Registration fees and other required expenses for attendance at discipline-specific or professionally appropriate conferences, workshops, seminars, etc.
3. Membership fees for discipline-specific or professionally appropriate organizations. These memberships fees include:
  - a. Licensure/professional memberships related to employee's current role.
  - b. Subscriptions for scholarly journals related to your discipline or appropriate for your work (books are not included).

### **Examples of non-reimbursable Items (Non-inclusive)**

Apparel, books, gift cards, lab equipment, equipment such as computer hardware and software, iPad, accessories for iPad, computers, or phones.

### **Procedure to Claim Reimbursement**

1. Properly documented and eligible expenses shall be submitted on an expense report or on a corporate credit card with the Dean's approval as an eligible expense under this Policy.
2. Proper documentation must include:
  - a. Original receipts
  - b. Clear explanation on how this expense is related to professional development as defined above.
3. All professional development expenses including travel and per diem should be charged to 9350.
4. Financial Records is authorized to ask for additional information when expenses need clarification.
5. Reimbursements are subject to budget availability.