

## Provost's Office - Professional Development Funds

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### Policy:

#### Professional Memberships, Meetings and Conferences

EMU recognizes the value to faculty of belonging to professional societies and participating in scholarly societies and organizations through attendance and presentations at national and regional meetings in their academic field. EMU encourages EMU faculty\* to join a professional society and to attend and present their scholarly work at a national or regional meeting. To enable faculty to do this, EMU provides \$1000 for professional memberships or conferences of the faculty member's choosing. EMU will provide an additional \$300 if the EMU faculty\* member is on the official program. These monies are available for both memberships and/or conferences.

*\*EMU faculty are full- or part-time faculty who hold tenure-track or continuing three-year faculty positions.*

### Procedure:

Faculty will charge their program's professional development account initially, then request an internal transfer from the provost's office. Program coordinators/administrative assistants will have access to the tracking information and be able to inform a faculty member of their available balance.

1. Program coordinators/admin assistants will receive a Google tracking sheet of eligible faculty and the policy reminders at the start of each fiscal year. **This document is confidential, and faculty members should only be given information about their own funds and balance.** Program directors may be given information for their program faculty.
2. Faculty should check with their program coordinator/admin assistant to determine available funds. As funds are used, the balances will be reflected on the shared Google tracking sheet.
3. First, charge expenses to the program budget (1-XXXX-7400-3) with approving signature from the program director/supervisor. Charges are run through the program in several options (credit card/expense report/petty cash slip/etc.).
4. Next, [submit a Faculty Professional Development Fund Disbursement Request form](#) to request a reimbursement from the provost's office. Requests must be accompanied by all documentation needed. The provost's office will review the request; upon approval, a transfer request will be submitted to the business office and a notice of approval will be emailed to the faculty member and the program coordinator/admin assistant. Transmittals can take up to 30 days before it is reflected in the program G/L.
5. At the point at which a faculty member has exhausted their fund and/or if they are not eligible for the requested reimbursement, the provost's office will notify the faculty and the program coordinator.