

## **NTID PROFESSIONAL DEVELOPMENT PROGRAM GOALS**

The mission of NTID's Professional Development (PD) program is to foster the continued growth of faculty and staff as they progress through various career stages. Professional Development at NTID is a process of self-directed continuous improvement to increase one's knowledge, understanding, vitality, and effectiveness on the job and in the classroom.

## **INDIVIDUAL PROFESSIONAL DEVELOPMENT ALLOCATIONS**

While NTID provides funding for professional development, it is not expected that these allocations will represent the entirety of professional development expenses. PD allocations can be supplemented by departmental or other discretionary funds. The current allocations are as follows:

- Non-exempt Staff: \$325
- Exempt Staff/Lecturers: \$1,700
- Tenured and Tenure-track Faculty: \$2,350

Each department has their own guidelines for the distribution of funds, based on current goals and initiatives. Please contact your department chair/manager for information on how funds are distributed within your department. It is the department's responsibility to track individual use of allotments.

*Use of PD funds requires pre-approval from your department chair/manager.*

## **EXAMPLES OF APPROVED EXPENDITURES**

- Seminar, workshop, conference and/or research expenses – including registration, flights, lodging, meals, mileage, meeting materials, etc.
- Professional publications
- Membership renewal – must be directly related to your field of employment
- Continuing education course(s) or certification(s)

*PD funds must be spent on participation in activities that enhance one's primary job duties.*

## **EXAMPLES OF INELIGIBLE EXPENDITURES**

- Tuition or fees for credit-bearing courses
- Textbooks/materials not covered through RIT's Tuition Assistance Program
- Release time, salary supplement or student salaries
- International travel
- General supplies, equipment, or furniture
- Personal book or journal subscriptions
- Hardware or computer software

*PD funds cannot be used to supplement a department's operating expenses.*

## **PROCESS**

PD expenses should be charged to the appropriate expense object codes, (ex. conference airfare via TER, object code 78300) and a PCM submitted to the NTID Finance and Budget office, requesting budget be moved from the PD allocation line (79020) to the budget line the approved expense was charged to.

## **DEADLINES**

Fiscal year allocations are available for use from October 1st through September 30th. PD funds may not be "rolled over" from one fiscal year to the next. New employees hired and in their position before March 31<sup>st</sup> will be awarded their annual PD allotment.

## **ADDITIONAL RESOURCES**

<https://www.rit.edu/ntid/pd/resources>