

UConn Health – AAUP Collective Bargaining Agreement: Article 16 – Professional Development

ARTICLE 16 PROFESSIONAL DEVELOPMENT

16.1 Faculty at the rank of Instructor or Assistant Professor will have \$500 annually for the purpose of professional development for the first five years or until promotion to senior rank, whichever occurs first. The funding for professional development will be identified by both the Dean and Chair/Center Director. If a faculty member does not use their professional funds by June 30 of the fiscal year in which they were allocated, the funds will be forfeited. In no event shall professional development funds accrue from year to year or be the basis of any lump sum payment upon separation. Professional Development funds are to be used for academic or professional purposes consistent with the guidelines associated with the funding source.

16.2 Advancement and Promotion: Annually Department Chairs and the Faculty Affairs Office will address faculty mentoring and expectations for promotion with each Instructor. Instructors will be provided with a copy of their annual promotion goals (School of Medicine) or annual performance goals (School of Dental Medicine) as applicable.

16.3 Continuing Dental and Medical Education Support (CDME Professional Development Fund): A fund is established for continuing dental and medical education support in accordance with the following. In each year of the Agreement the following amounts shall be allocated, in no event shall the individual benefit for the CDME Professional Development Fund be altered or increased; FY 2023 FY 2024 \$125,000 \$125,000 During the term of this Agreement, unused funds at the end of fiscal year expire. In no event shall CDME Professional Development funds be extended beyond the expiration of the term of the collective bargaining agreement. 28 Annually, each eligible full-time faculty member shall, upon request, receive up to a maximum of \$1,000 from the CDME Professional Development Fund for any academic-related travel expenses (e.g., airfare, lodging, conference registration

fees, per diem for meals, etc.). For a faculty member to access and receive CDME professional Development 1) the faculty member must have no available funding in individual accounts (academic enhancement accounts), department, or grant funds (DCAA) available to the faculty member which may be spent on CDME professional development; and 2) CDME Professional Development funds are available in that fiscal year.

Such travel expenses shall require prior approval of the faculty member's department or unit head. The CDME Professional Development funds shall be on a first come, first served basis. Faculty with access to Article 16.1 professional development funds shall be required to exhaust such funds prior to applying for CDME funds.

The Parties acknowledge that the CDME Professional Development Fund is especially beneficial to junior bargaining unit members. Consequently, the Parties agree that each year, 25% of the CDME fund shall be available only to members of the bargaining unit whose terminal degree was earned within the past eight (8) years or less. If the full amount of this 25% has not been requested by the junior bargaining unit members by February 1 of the relevant fiscal year, the unrequested balance shall revert to the general CDME Professional Development Fund for that fiscal year, and available to eligible faculty irrespective of when they obtained their terminal degree in accordance with this Article.

FAQ

1. What is the new Continuing Dental and Medical Education ("CDME") Support Fund?

It is a newly created annual (based on fiscal year) fund established for continuing dental and medical education support.

2. What is the total amount of the fund for all UConn Health faculty?

In each of FY 2023 and 2024 the size of the fund is \$125,000 each fiscal year with a portion of the funds reserved for junior faculty, i.e., terminal degree was earned within the prior 8 years or less.

3. What happens to unused funds at the end of the fiscal year?

Unused funds expire at the end of the fiscal year.

4. What will happen to the funds at the expiration of the current collective bargaining agreement?

CDME funds are currently not projected to be extended beyond the expiration of the current collective bargaining agreement on June 30, 2024.

5. Who is eligible for CDME funds?

Full-time faculty are eligible to apply for CDME funds as long as:

- i) the faculty member has no other available funding in individual accounts (e.g., academic enhancement accounts) or in department or grant funds (DCAA) that can be spent on CDME professional development; and
- ii) there must be remaining funds in the CDME fund for the fiscal year in which faculty are applying for funds; and
- iii) The faculty member's Department or Unit Head must provide prior approval of the travel expenses.

Note for Faculty at the Rank Instructor or Assistant Professor: based on your faculty rank, you have access to up to \$500 annually for professional development under Article 16.1 of the collective bargaining agreement. You must exhaust the \$500 before you qualify for CDME funds. The exhaustion may occur simultaneously. For example, for a conference requiring \$1,500 in travel expenses you can apply for the \$500 Article 16.1 funds while you also apply for the up to \$1,000 CDME funds.

6. What other types of funding must be exhausted or not available before I am eligible for CDME funds?

Generally, funding for professional development will be identified by the Department Chair/Center Director and may arise from the following types of funding streams: Academic Enhancement Funds, Graduate Medical Education Funds, Chair/Center Director professional development funds and/or philanthropic funds. These funds must be exhausted or not available to a faculty member before the faculty member can apply for CDME funds.

7. What things can I apply CDME funds towards?

CDME funds can be applied towards the expenses for academic professional/educational related travel expenses (e.g., airfare, lodging, conference registration fees, per diem for meals).

8. What is the maximum an individual can qualify for CDME funds in a fiscal year?

The maximum is \$1,000 per fiscal year for CDME funds per faculty member.

9. What is the deadline to apply for CDME funds?

CDME funds shall be available on a first come, first served basis. There is no hard deadline to apply for the funds as long as there are remaining funds available for the fiscal year at issue.

10. Do Junior Faculty Members have opportunity to obtain these funds if they are available on a first come first serve basis?

Although the funds will be made available on a first come first serve basis, each fiscal year a 25% reserve of the amount available in the fund (i.e., \$31,250 in each FY 2023 and 2024) will be set aside for faculty whose terminal degree was earned within the prior 8 years or less. If the 25% reserve is not exhausted by February 1st of the relevant fiscal year, the unused balance of the reserve will revert to the CDME fund to be available to all faculty irrespective of when they earned their terminal degree.

11. What is the process to apply for CDME funds?

First, obtain approval from your Department or Unit head. Once that is completed, the point of contact for the School of Dental Medicine is **John Brigada**, Director SODM Finance, and **Donna McKenty**, Sr. Director Finance, for the School of Medicine. An electronic form is being explored and may be deployed in the near future if that becomes feasible. More information would be issued at that point if an electronic application is adopted.

12. Does AAUP control the CDME funds and are they the Point of Contact for CDME funds?

No, the business offices for the SODM and SOM manage the funds. We are working on an electronic request and workflow solution.

13. If a faculty member accesses the \$500 Professional Development Funds, does that make them ineligible for CDME funds?

No. *See* response to question #5 above.