



Office of the Senior Vice President for Academic Affairs
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Barbara A. Lee
Senior Vice President for Academic Affairs

February 7, 2020

Memorandum to: Chancellors, Deans, Directors, and Department Chairs
 From: Barbara A. Lee *BAA/OMUA*
 Senior Vice President for Academic Affairs
 Subject: PTL Professional Development Fund for Academic Year 2019-2020

As you know, our part-time lecturers (PTLs) are members of the AAUP-AFT and are covered by a collective negotiations agreement. One component of the agreement is the Professional Development Fund for use by the PTLs. The language in the contract reads as follows:

Rutgers will provide a Professional Development Fund, in the amount of \$75,000.00 for each academic year of this contract for professional development activities specifically related to the pedagogic and related professional development needs of PTLs in connection with and related to their professional activities at Rutgers. The Fund will be administered by the Center for Teaching Advancement and Assessment Research. Only PTLs with bargaining unit status shall be eligible to apply for money from this Fund. Applications by PTLs for funding shall first be submitted to the Department Chairperson or Program Director for review and endorsement consideration, and shall then be submitted to the Dean for approval. **Only applications that are approved by the Dean may be submitted to the Center for Teaching Advancement and Assessment Research for consideration.** The entire \$75,000.00 must be awarded in any given year, except if any funds remain from the \$75,000 allocated for Fiscal Year 2019, those remaining funds shall be allocated equally among the three remaining Fiscal Years of this Agreement. The University shall provide the Union with copies of all award and denial letters to PTLs.

The amount allocated for this Fund for academic year 2019-2020 is \$89,674.24. We are now ready to accept applications for use of this Fund for the current academic year. Therefore, please inform the bargaining unit PTLs in your school or department of the existence of the Fund, and that they should follow the format below in requesting allocations from the Fund:

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 (Please indicate Fall 2019, Spring 2020 or Summer 2020.)
- 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



The requests for funding, including those not approved by the Dean, should be in the form of an email to the Office of Academic Labor Relations (oa1r@oq.rutgers.edu) and submitted no later than March 9, 2020. Applications for funding will be reviewed for merit and relevance by a committee established for this purpose. Funding decisions will be announced by April 24, 2020.

Funding requests are limited to activities that occurred in Fall 2019, Spring 2020 or Summer 2020. PTLs should maintain receipts for funds that have been expended. Reimbursements for travel expenditures may be provided only for the improvement of teaching and learning. Funds will be dispersed only to individuals holding a bargaining unit PTL appointment at Rutgers for the semester in which they have expended the funds.

If you have any questions regarding the Professional Development Fund for PTLs, please contact Kathleen Dempsey (kdempsey@oq.rutgers.edu or 848-932-7174). Many thanks.

c: K. Dempsey
G. Gigliotti
P. Mercado Hak
K. Stubaus