

## Provost's Office - Professional Development Funds

### 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 \$1000.00 for professional memberships or conferences of the faculty member's choosing. EMU will provide an additional \$300.00 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 department's professional development account initially, then request an internal transfer from the provost's office. Department coordinators/administrative assistants will have access to the tracking information and be able to inform a faculty member of their available balance.

1. Department 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.** Department chairs may be given information for their department faculty.
2. Faculty should check with their department coordinator/admin assistant to determine available funds. As funds are used, the balances will be reflected on the shared Google tracking sheet.
3. When paying for memberships/conferences by using an EMU credit card, filling out an expense report, or using petty cash, the faculty member and/or their department coordinator should apply the charge to their department's professional development fund subaccount (1-XXXX-7400-3). The dept chair/faculty's supervisor is responsible for approving this.
4. Submit a request for reimbursement from the provost's office: The faculty member and/or their department coordinator should complete an online form request for reimbursement from the provost's office. Request 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 department coordinator. Transmittals will be issued to the business office once per month.
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 department coordinator via email.

# SAMPLE ONLINE FORM - for information purposes only

The form must be submitted online ([click here for link](#))

## Faculty Professional Development Fund Disbursement Request

Use this form to request departmental reimbursement from the Provost's Office for eligible faculty's expenses from professional conferences and memberships/journals.

Do not fill out this form until the expense has already been applied to your departmental budget (1-XXXX-7400-3). An electronic copy of your documentation will be required to submit the form.

Requests must be received within 30 days of the expense date.

Your email address (@[emu.edu](#)) will be recorded when you submit this form.

\* Required

1. Faculty Name \*

---

2. Faculty ID # \*

---

3. Faculty Department \*

---

4. Description of professional development activity or professional membership \*

---

---

---

---

---

5. Amount of requested reimbursement \*

---

6. Documentation of expense \*

(i.e. receipts, completed & approved expense report, etc)

Files submitted:

7. If this expense is for a conference, are you presenting/did you present at this conference?

Mark only one oval.

Yes

No

**8. Documentation of Presentation (required if presenting at a conference)**

i.e. - A scan of the program listing the faculty member as a presenter, or a web link saved to a Word doc

Files submitted:

**9. Department account number to be reimbursed \***

1-XXXX-7400-3

---

---

---

---

---

**10. Name of person completing request (if different than faculty member)**

---

Send me a copy of my responses.