


September 25, 2017

Memorandum to: Chancellors, Deans, Directors, and Department Chairs

From: Barbara A. Lee   
Senior Vice President for Academic Affairs

Subject: PTL Professional Development Fund

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 up to \$60,000.00 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 \$60,000.00 must be awarded in any given year. The University shall provide the Union with copies of all award and denial letters to PTLs.

We are now ready to accept applications for use of this Fund. 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 will be expended

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 Nancy Carvalho ([ncarvalho@oq.rutgers.edu](mailto:ncarvalho@oq.rutgers.edu)) and submitted no later than December 15, 2017. Applications for funding will be reviewed for merit and relevance by a committee established for this purpose. Funding decisions will be announced by February 15, 2018.



Funding requests may be for activities in Fall 2017, Spring 2018, Summer 2017 or Summer 2018. 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 or will expend the funds.

If you have any questions regarding the Professional Development Fund for PTLs, please contact Nancy Carvalho ([ncarvalho@oq.rutgers.edu](mailto:ncarvalho@oq.rutgers.edu) or 848-932-7174). Many thanks.

c: L. Bonick  
N. Carvalho  
G. Gigliotti  
K. Stubaus