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Memorandum to: Chancellors, Deans, Directors, and Department Chairs
From: Philip Furmanski 
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 of \$10,000.00 for each academic year of this contract for professional development activities specifically related to the pedagogic 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. Only applications that are endorsed by the Department Chairperson or Program Director may be submitted to the Center for Teaching Advancement and Assessment Research for consideration. The Center for Teaching Advancement and Assessment Research will award funds only for those proposals that it determines to be meritorious and is not required to award the entire fund amount of up to \$10,000.00 if it determines there are not sufficient meritorious proposals warranting funding. 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

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The request for funding should be in the form of an email to Lisa Bonick at Bonick@oldqueens.rutgers.edu. Applications for funding will be reviewed for merit and relevance by a committee established for this purpose.

Requests for funding should be submitted no later than November 30, 2008. Funding decisions will be announced by January 30, 2009.

Funding requests may be for activities in either the current semester or in the spring 2009 semester. 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 Sean Spinello in my office, at spinello@oldqueens.rutgers.edu, or at extension 2-7174. Many thanks.

c: G. Gigliotti
S. Spinello