**PCAL Professional Development Fund Guidelines**
**Western Kentucky University**

Faculty Start-up/Professional Development (PD) funds may be provided to new full-time tenure-track faculty in the Potter College of Arts & Letters (PCAL) as outlined in their appointment letter.

PD funds are active for a limited time, often for only one or two years, as indicated in the appointment letter. However, the PCAL Dean's Office strongly encourages funds to be spent in the first year whenever possible. Extensions will not be provided.

**Spending:**
All PD spending must adhere to Western Kentucky University's (WKU) Discretionary Spending Policy: https://www.wku.edu/policies/docs/index.php?policy=465.

PD funds can support a wide range of expenses for new faculty start-up costs and professional development activities. These include, but are not limited to:

- Books, reprints, or other professional resources and supplies that will be used in relation to teaching, research, or scholarly activities
- Travel expenses to attend and/or present a professional meetings and conferences that enhance the knowledge and skills of the faculty member (to include registration, transportation, lodging, meals, etc.)
- Purchase of equipment, hardware, software, and peripherals (with prior approval from the PCAL Dean's Office)
- Other expenses may be considered on a case-by-case basis with the approval of the Department and Dean's Office

PD funds may not be used for supplemental payments to WKU employees, personal internet service provider fees, or to purchase computers, printers, or supplies for personal/home use (unless explicitly pre-approved by the Department and Dean's Office).

The Department and/or Dean's Office may request an accounting and justification for all charges associated PD funds. All tangible items purchased with PD funds are the property of WKU and must be returned the faculty's department upon separation from WKU.

**Reimbursement:**

PD funds will be held centrally in the PCAL Dean's Office. All expenses should be purchased on the department's index, and the department may seek reimbursement for expenses related to professional development via inter-account.

**Contact:**

Please contact Ryanne Gregory in the PCAL Dean's Office with any questions related to these guidelines (ryanne.gregory@wku.edu).