



**School of Engineering Internal Policy
SOEFIN004**

Policy on Professional Development Funds

I. Scope

This policy provides guidance for determining which expenses may be charged to faculty annual professional development funds. The purpose of this policy is to ensure sound business practices, timely and accurate recording of expenses, and compliance with tax regulations under the Internal Revenue Code. These guidelines do not pertain to expenses related to sponsored research as specified by Santa Clara University (SCU) and federal guidelines. Faculty annual professional development funds may not be used for personal compensation or in any manner that supplements or increases the faculty member's base salary and are not subject to personal income tax.

II. Policy

Professional development funds are to support faculty in their individual professional development and scholarly activities. The annual award per faculty member has historically been \$4,000, however, these funds are provided to faculty as the School of Engineering budget is able to support this activity and is not guaranteed to any faculty member within a given fiscal year nor year over year. When the funds are allocated they must be used in the fiscal year or the money is swept back to the Santa Clara University central administration. No funds in the category may be carried forward to a subsequent fiscal year.

III. Guidelines

- A. Typical expenses include:
 - Professional membership fees
 - Professional conferences fees
 - Manuscript editing and publishing fees
 - Business meetings to further research or teaching activities
 - Books
 - Expenses to sponsor a student to present a co-authored paper at a conference
 - Supplies supporting research
- B. These funds may not be used for:
 - Meals at local restaurants.
 - Office renovations of any type – paint, rugs, construction, etc.



Gifts or donations.

Faculty summer salary support.

Furniture.

Commuting/telecommuting, including parking, commuter transportation,
etc.

Cell phone or data plans.