

## Faculty Development Use Policy School of Social Work

### Background

The purpose of faculty development funds is to provide support for the core operations of the school. Funds should be used to specifically advance professional development and aide in the research and teaching of the faculty member they are awarded to. Any expenses not related to the professional development or research of the faculty member cannot be paid from a faculty development account.

Most off-campus grants are assessed some level of Facilities and Administration costs, which are earmarked by law ([https://www.ecfr.gov/cgi-bin/text-idx?SID=db2df7ef633ac3ec30a78991715dd84e&mc=true&node=se2.1.200\\_156&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=db2df7ef633ac3ec30a78991715dd84e&mc=true&node=se2.1.200_156&rgn=div8)) to cover basic needs (office supplies, books) that do not clearly benefit only one project.

### Source and duration of funds

On campus, 45% of the F&A received from a funding agency is returned to the School of Social Work, and 20% of the returned funds are routed directly to the PI. Funding of the Centers may be handled differently. In addition, the School provides a pre-determined amount to faculty and non-tenure-track faculty each fiscal year (starts July 1). Unused funds roll to the next year unless otherwise determined. A separate policy exists for Academic Professional and Civil Service employees.

### Allowable uses of faculty development funds

- Purchase of supplies, books, or equipment that cannot be direct charged to a grant. Any purchases from faculty development funds are property of the University of Illinois, so any tangible items purchased with faculty development funds need to be returned to the school upon departure from the University.
- Purchase of a subscription to a scholarly journal, magazine or other publication that will aide with research and teaching.
- Annual membership in a professional organization that allows directly benefits the employee's position. Memberships that exceed one year must be approved as an exception. Institutional memberships (umbrella membership that provides all qualified employees with membership) in professional organizations are also allowable.
- Transportation, lodging, and other expenses to attend conferences or meetings related to research, teaching or other professional development. All expenses meet the qualifications for reimbursement.
- Purchase of food/refreshments for student events, training events with non-campus attendees, advisory board meetings, and coalition meetings.
- Payments to wage earners working on research. Contact [sw-hr@illinois.edu](mailto:sw-hr@illinois.edu) BEFORE the person starts working.
- Purchases of software are allowable as long as they are to be used for research purposes. Requests should be sent to [sw-computers@illinois.edu](mailto:sw-computers@illinois.edu) before the purchase is made.

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**Unallowable uses of faculty development accounts:**

- Club memberships (for example, Sam's Club and Costco) are unallowable because employees are prohibited from entering into contractual agreements on behalf of the University. Memberships in Airline Clubs and Lounges (such as Red Carpet or Admiral's Club), city clubs and country clubs, and memberships in a health/athletic club for an employee's personal use are also unallowable.
- Payment of traffic and parking citations issued either by the University or by a municipality to an employee, while on either University or personal business is not allowable.
- Reimbursements for business calls on personal phones, or the purchase of cell phone or phone lines.
- Library fines incurred from a library, including the University Library, cannot be paid using faculty development funds, even if the materials in question were used for research purposes.
- Equipment and supplies not directly related to research or professional development (iPods, personal magazines, etc.).
- Advertising in a program book for a charitable event, or donations to a charity.
- Tickets to business, civic, or social function that advance University programs and objectives
- Tickets to a business, civic, or social function that advance University programs and objectives are not allowable from faculty development funds, even if the function affects the research or professional development of the faculty member.
- Memberships in social organizations (Kiwans, Lions, etc.).

**Questions?**

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