

Simpson College
Department of Music

Guidelines for use of Part-Time Faculty Development funds

It is important for all faculty members to keep current in their disciplines and in the development of pedagogy. Because the college recognizes it shares this responsibility, the Department of Music provides funding for its part-time faculty to engage in faculty development activities. The guidelines for use of these funds are generally open, but must always follow the guidelines provided by the college for its [purchasing services](#). Of particular interest on that page may be the “travel policies” section.

It may be helpful for part-time faculty members to have some examples of common expenses that are appropriate for use of faculty development funds. Some common uses for faculty development funds:

- 1) Payment for dues to a professional society linked to your area of specialty (NATS for voice teachers; ICDA or IBA for conductors; IMTA; etc.)
- 2) Payment for registration fees associated with attending a conference, convention, or symposium associated with your major area of teaching at Simpson College
- 3) Payment for teaching resources that are directly related to improving your professional teaching as it relates to your assignment at Simpson College **Please note:** if you are interested in expanding the library of performing materials available to your students (purchasing works that can be stored in the scores area at Dunn Library), there are departmental library funds that are more appropriate and plentiful for this purpose. Please, see the Chair of the Department with your requests rather than using your own faculty development funds for such purposes.

If there is any question regarding whether your planned expenditure might meet the qualifications for use of Faculty Development funds, we highly recommend that you get approval for the use of the funds from the Chair of the Department prior to making any expenditure for which you plan to be reimbursed.

How do I use my funds?

- 1) You may pay for your expenditure personally and submit a detailed receipt to the Academic Assistant in the Amy Robertson Music Center with a request for reimbursement up to the maximum amount of funding available to you.
- 2) You may request that the college pre-pay or pay the expense directly (up to the maximum amount available to you). This may be done by providing a detailed invoice to the Academic Assistant in the Amy Robertson Music Center with a request to use your departmental faculty development funds.
- 3) You may contact the Chair of the Department for alternative options, such as the use of a college Procurement Card to pay for something online directly.