

**Non-Tenure Track Faculty
CBA Non-Tenure Track Faculty Development Fund Request
2025-2026**

CBA Article 18.16.3

Effective September 1, 2025, the separate fund to support professional development for senior lecturers and full-time non-tenure-track-faculty will be funded in the amount of \$25,000 per fiscal year. Funds will be distributed by the Office of the Provost following an application process.

Faculty development funds are intended to support meaningful professional growth and academic engagement. Funds may be used for travel, expenses, and purchases that enhance teaching. The **funds are not intended for general office supplies, standard computing equipment, furniture, or other routine operational expenses** typically covered by departmental or institutional budgets. **All spending must comply with applicable University policies.** Requests falling outside typical development-related uses may be submitted with justification for review.

- Faculty Development funds are available, via an application process, for use from July 1 through June 30 for each fiscal year covered under the contract.
- First round of applications due to Faculty Relations, charlene.andrews@cwu.edu, by December 5, 2025.
- Maximum award is \$700.00 per year.
- Expenses must be incurred and reimbursed in the same fiscal year in which the funds are being requested. Reimbursement requests should be submitted prior to June 15.
- Expenditures should be made through the University (i.e. the department purchasing card, a purchase requisition/order, an A-19), in compliance with University and Purchasing policies and deadlines.
- All travel must adhere to University procedures and policies. Click on this link for additional information: [CWU Travel Desk](#).
- Any assets purchased are the property of CWU and are required to be tagged and added to inventory in accordance with [CWU's equipment capitalization guidelines](#). *If purchasing assets, please review policy [CWU 701-03: State Property](#).* Equipment purchases must be preapproved by the appropriate division/department overseeing that type of equipment.
- Faculty development funds are not transferable for another purpose, faculty member, or entity.
- Faculty development funds do not carry forward into the next fiscal year.

Name (please print): _____

Senior Lecturer: _____ Full-Time NTT: _____ FTE: _____

Department: _____ College: _____

Amount being requested: _____

Item(s) Requested:

Purpose and how it pertains to your professional development:

Non-Tenure Track Faculty Development Funds Request Procedure

1. E-mail completed, signed, and approved application to charlene.andrews@cwu.edu by Friday, December 5, 2025 for consideration in the first round of applications.
2. First round of screening begins December 8, 2025.

Faculty Signature

Date

Department Budget Review (Administrative Assistant/Fiscal Tech)

Date

Department Chair Approval

Date

College Dean Approval

Date

Notes:

Most Common Allowable Expenses:

- Travel to a conference related to the faculty member's field of study.
- Annual membership/subscription to stay current in the faculty member's field of study.
- Books related to the faculty member's field of study.

Examples of Un-Allowable Expenses

- Repair/upgrade of **personal** equipment.
- Purchase of software (for exceptions, obtain approval from Information Services and allow 3-6 months for processing).
- Personal compensation.
- Cell phone allowances.
- Services agreements/contracts, such as Amazon Prime, internet service, other agreements.
- Office supplies.

For questions, reach out to cba_faculty_development@cwu.edu or Charlene Andrews at (509) 963-1271, charlene.andrews@cwu.edu.