

NORTON TRAVEL AND PROFESSIONAL DEVELOPMENT FUNDS FY2016

Funds have been designated for faculty, appointed personnel, and staff. These funds may be used for travel and/or professional development. The intent of the funds is to support faculty to attend professional meetings and/or staff to attend professional development. USE OF THESE FUNDS MUST BE PRE-APPROVED BY DIRECTOR. Below are the stipulations:

- All funds are based on your Norton School FTE funding. You must fit the criteria for Norton School Funding.
- All travel and professional development funds must be approved using the business center template as in previous years. When using these funds, please indicate "Norton Travel Funds"
- FACULTY
 - Per 1.0 FTE, faculty will receive \$1,000 in funds per year.
 - Additional \$250 will be provided if making a presentation
 - Faculty will be allowed to accumulate the travel funds
 - Evidence of presentation must be provided
- APPOINTED PERSONNEL
 - Upon request and approval, all appointed personnel could receive up to \$1,000 in funds per year. Funds based on FTE appointment
 - Additional \$250 will be provided if making a presentation
 - Appointed Personnel are NOT ALLOWED to accumulate funds
 - Evidence of presentation must be provided
- STAFF
 - Upon request and approval, all staff could receive up to \$500 per year to attend professional development opportunities. Funds based on FTE appointment
 - If making a presentation, an additional \$250.00 will be allowed.
 - Funds will not accumulate