

Professional Development Stipend Guidelines

What is a Professional Development Stipend

A Professional Development (PD) stipend is a way to make a one-time payment to faculty participants who complete professional development trainings or workshops in which the payment is pre-approved by the President or their designee. Training required by law or CSU policy cannot be considered for a stipend.

What are the parameters for the stipend

Stipends will typically be limited to multi-participant training activities organized at the campus or college level under the following conditions:

- Equal payment must be provided to all faculty who complete the training and professional development activity.
- Training activities must be consistent with Article 25 (Professional Development) of the CBA such as training or retraining of benefit to the CSU.
- Payments are taxable and are not pensionable.
- Payment of these stipends does not constitute additional employment or provide for additional entitlements.
- Faculty participants must complete the stated terms in full to be eligible for payment.
- Participation in professional development/training may not be considered during faculty review (e.g., evaluations or range elevations) or consideration for course assignments unless faculty include it in their list of qualifications (e.g., on their CV).
- Professional development/training program stipends shall not be considered extraordinary support or constitute work for hire (see Article 39 of the CBA).
- Stipends can only be issued to individuals participating in the training. Per systemwide guidance, stipends cannot be issued to faculty who are providing the training.
- All eligible faculty must be notified of stipend-bearing training and professional development opportunities.
- All stipends are limited to a combined maximum of \$10,000 per Unit 3 employee per fiscal year. Faculty cannot accept an offer for a stipend that will cause them to exceed this annual limit.

How is pre-approval obtained

A stipend cannot be offered or paid without pre-approval. The appropriate administrator overseeing the professional development program must confirm the source of funds and ensure adequate budget is available. After this is confirmed, the offering department must complete a Faculty Professional Development Stipend Request Form and submit a draft PD Stipend Announcement of the opportunity. These two documents will be reviewed by Faculty Affairs and Success. Approval will be sent to the appropriate administrator in writing. Following approval, the organizer must make publicly available the opportunity for the stipend using the approved PD Stipend Announcement and ensure it is viewable by all eligible faculty.

Who is eligible

Full-time and part-time Unit 3 faculty with an existing Unit 3 appointment during the entire time frame of the training or professional development opportunity are eligible to be considered for a stipend. All portions of the PD activity must be completed while the faculty member is on contract in their Unit 3 appointment. Note that the PD alone does not constitute the necessary Unit 3 appointment. Per CalPERS, faculty participating in the FERP program or those who are Retired Annuitants are ineligible for a PD stipend. Some PD opportunities may have other specific eligibility requirements.

Questions about professional development stipends may be directed to Faculty Affairs and Success.