

Professional Development Stipend Information & Process

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. Established via technical letter HR/Salary 2023-11. Trainings required by law or CSU policy cannot be considered for a stipend. All faculty who participate in the same manner and complete the same approved training or professional development opportunity must be paid the same amount.

Who is eligible?

Full-time & part-time Unit 3 faculty with an active payroll status and who participate and complete the training or workshop are eligible to receive a pre-approved PD Stipend.

Faculty who are FERP-ing or who are Retired Annuitants are ineligible for a PD Stipend, as are Staff. Facilitators of a training or workshop are also ineligible and would need to be paid through alternative means, if they are Unit 3 faculty this could be via the Additional Appointment process.

Disclaimers?

Professional Development Stipends (PDS) are none pensionable, are taxable, and eligible for benefits deductions. Faculty participants must complete the stated terms in full to be eligible for payment. Work completed during a PDS does not count towards entitlement or workload, and cannot be considered during faculty review or consideration for course assignments unless included in CV. All work produced during a PDS is subject to Intellectual Property Rights controlled by Article 39 of the CFA CBA. Total PDS awards, per faculty member, per fiscal year, cannot exceed \$10,000. FERP faculty and Retired Annuitants are ineligible for PDS awards/payments.

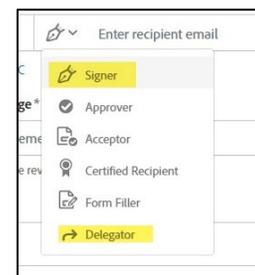
Process

1. Program Director and/or MPP must request pre-approval from the President or the President's Designee via the ["Request for Pre-Approval of a Professional Development Stipend"](#) form.
2. If approved, Program Director will submit a completed ["Announcement of Professional Development Stipend Opportunity"](#) to the Office of Faculty Affairs. The posting, once reviewed will be posted to the Professional Development Stipend opportunities page.
3. Program Director/Department will review Professional Development Stipend Opportunity applications and screen for eligibility.
4. Once the opportunity has ended and participants have completed all expected requirements for compensation the Program Directory/Department will submit a signed ["Request for Professional Development Stipend Payments"](#) form.

Adobe Sign Workflow (Suggested)

The suggested workflow for the Pre-Approval Form in Adobe Sign is as follows:

1. Set as "Signer"
 - a. Requestor
 - b. College Dean/MPP/Director
2. Set as "Delegator"
 - a. FacultyAffairs@CSUS.EDU



If you have any questions about the Professional Development Stipend, please email The Office of Faculty Affairs at facultyaffairs@csus.edu



Request for Pre-Approval of a Professional Development Stipend

Restricted to trainings and professional development workshops and learning communities.

Forward completed request form with Requester and Dean/MPP signatures to the Office of Faculty Affairs (OFA) at facultyaffairs@csus.edu. OFA will forward requests to the Provost for review and will send notification of the final decision. Detail about the proper administration of Professional Development Stipends can be found in technical letter [HR/Salary 2023-11](#). All opportunities are at the discretion of the Provost. All approved PD Stipend opportunities must be publicly advertised.

TO BE COMPLETED BY REQUESTER	
Name:	Position Title:
College/Center:	Dates:
Approximate Hours:	Fund Source:
Maximum # of Participants:	Stipend Amount*:

* Attach justification for stipend amount.

Program/Activity Title:
Goal of the Program/Activity: (500 character limit: Attach additional pages if needed)
How does the program/activity benefit the University or Faculty Development? (300 character limit)
Participation Requirements and Expectations for Stipend Compensation (Deliverables): (300 character limit)

Requester Signature	College Dean/MPP/Director Signature*

* Dean/MPP, by signing I confirm funding is sufficient to offer the stipend amount advertised to the maximum number of participants requested, that it is the responsibility of our office to confirm participant eligibility per the language of technical letter [HR/Salary 2023-11](#), and to validate participant completion before submitting a payment request to the Office of Faculty Affairs.

ACADEMIC AFFAIRS USE ONLY	
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Provost and Vice President for Academic Affairs Signature:	Date:

QUESTIONS/CONTACT
If you have any questions about completing this form, please email the Office of Faculty Affairs at facultyaffairs@csus.edu