Guidelines for Faculty Training and Professional Development Stipends

AUTHORIZATION

Under CSU Technical Letter HR/Salary 2023-11, Faculty Training and Professional Development Stipends can be provided for completion of a pre-approved training and professional development activity using state funds. Stipends cannot be provided for training required by law or CSU policy.

PARAMETERS

Stipends will typically be limited to multi-participant training activities organized at the campus level by the Faculty Center, or at the college level by a Dean's office under the following conditions:

- Pre-approval is required (see below).
- 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 CFA Collective Bargaining Agreement, such as training or retraining of benefit to the CSU.
- Payments are taxable.
- Payments are not pensionable.
- Payment of these stipends does not constitute additional employment or provide for additional entitlements.
- Participation in professional development/training programs may not influence employee evaluations or potential range elevations.
- Employee participation in professional development/training programs may not be used in determining course assignments and may not impact eligibility for appointments. Furthermore, such participation may not be considered by the department during the "careful consideration process" when employee qualifications are assessed for potential course assignments unless the faculty member specifically includes it in their list of qualifications.
- Any professional development/training program stipends shall not be considered extraordinary support or constitute work for hire. Intellectual Property Rights are controlled by Article 39 in the CBA.
- Stipends can only be issued to individuals participating in the training. Per systemwide guidance, they cannot be issued to faculty who are providing the training.
- Per CALPERs, Retired Annuitants (RAs) and FERP faculty are not eligible to receive stipends. Stipends cannot be issued to RA and FERP faculty.

It is anticipated that stipend amounts will typically fall within the following ranges:

- 2 to 4-hour workshops: $100-$250 depending on level of pre-work or follow-up required.
- Full day workshops/trainings: $200-$500 depending on level of pre work or follow up required.
- Multi-day training programs: $200-$1000 depending on level of pre work or follow up required.

All stipends are limited to a combined maximum of $10,000 per Unit 3 employee per fiscal year.

PRE-APPROVAL IS REQUIRED

A stipend cannot be offered or paid without prior approval. The appropriate administrator overseeing the professional development program must confirm the source of funds with their respective divisional resource officers to ensure they have the budget to pay all participants. After budget is confirmed, the offering department must complete an APPLICATION FORM and complete the TEMPLATE STIPEND TRAINING ANNOUNCEMENT, which will be:

- reviewed by Faculty Affairs and
- approved/denied by the department's appropriate administrator and the Associate Vice President for Faculty Affairs.

ALL ELIGIBLE FACULTY MUST BE NOTIFIED OF TRAINING AND PROFESSIONAL DEVELOPMENT STIPEND OPPORTUNITIES

Following pre-approval (above), the stipend issuer must make publicly available the opportunity for the stipend and ensure it is viewable by all eligible faculty. Use the pre-approved Stipend Training Announcement.

FACULTY TRAINING STIPEND EXPENSE PROCESS

- All faculty training stipends will post to the faculty primary home department ID with the newly created Faculty Training Stipend Account code 601835, regardless of which unit offered the training.
- Unit analyst offering/funding the training will submit a budget transfer to the units impacted to reimburse the training stipends that hit the faculty unit.
- Units originating the training with associated stipends need to inform the unit analysts of training their faculty will receive a stipend for, so they are aware the expense will be posting in their DEPT IDs, and then need to budget transfer to the unit where the expense hit.

TRACKING

Faculty are limited to a maximum of $10,000 in stipends for faculty training and professional development per fiscal year. Faculty cannot accept an offer for a stipend that will cause them to exceed this $10,000 annual limit. Faculty Affairs will track these maximums.

ELIGIBILITY

Only Unit 3 faculty members who will be on contract 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 training or development activity must be completed while the faculty member is on contract in their Unit 3 appointment. Note: the stipend alone does not constitute the necessary Unit 3 appointment.

Some training and professional development programs may have other, specific, eligibility requirements.

FACULTY RESPONSIBILITIES

A faculty unit employee shall not accept a stipend if it would cause them to exceed $10,000 in stipends per fiscal year.

Faculty may not request or accept professional development and/or training under this program unless they are on active pay status as a faculty bargaining unit employee.

A faculty member accepting a stipend must fulfill all of the stated terms and expectations that constitute completion of the training or development activity to receive the stipend.