

ELI Policy on Support for Faculty and Administrator Professional Development

ELI generally provides funding as well as class coverage for full time faculty, staff, and professionals who have had a paper accepted for professional conferences, including but not limited to: NAFSA, TESOL, WATESOL, BATESOL, and PennTESOL. Once a presentation has been accepted by the professional organization, approval by the Director is usually pro forma, but faculty should be mindful that both funding and release time are always subject to the availability of suitable substitutes and adequate budget allocations. "S" contract faculty are also eligible, subject to similar conditions, if they are carrying a two-class teaching load and have had a paper accepted. Faculty who have not had a presentation accepted may arrange to go on their own, subject to the Director's approval, but they must pay all of their own expenses, including coverage of any ELI classes they will miss. Requests to attend international conferences for which papers have been accepted must be submitted to the Director for approval on a case-by-case basis.

In recent years, ELI faculty and administrators have attended alternative conferences that rival TESOL in quality and in providing opportunities for professional development. To provide the greatest opportunity for colleagues to contribute to the ESL/EFL profession and to advance their own careers, the number of conferences on the Institute's approved list for funding shall now include: TESOL, NAFSA, NAFSA Region VIII, WATESOL, MDTESOL, and PennTESOL. International conferences will generally be supported at the same funding level as that of TESOL, unless the ELI colleague has a special role, such as keynote speaker, that would warrant additional funding. Requests for conferences falling outside of the approved list (see approved list above) should be submitted in writing to the Director. ELI generally provides funding only for faculty and professionals to attend conferences that are directly related to ESL profession, but individuals can provide justification for attending a conference in other fields in their request for funding.

The ELI will underwrite the registration fee and the transportation (if attendees carpool with at least one other ELI colleague) to attend PennTESOL (fall or spring conferences) whether or not a paper has been accepted for presentation.

ELI has, on a number of occasions, provided funding for faculty to attend professional development and training sessions, without the need for papers being accepted as a condition for attending. Previous training opportunities have addressed methodologies (e.g., Silent Way or TPR), approaches (e.g., reflective teaching), or computer assisted instruction. Recommendations for individuals to participate in professional development may come from the Director, faculty committees, or the individuals themselves. Requests for such training are subject to the Director's approval, based on available funding, class coverage, and the merits of the proposal.

All faculty attending a conference must supply a copy of their acceptance letter and presentation abstract to the Director. They must also complete a concur travel request online which must be approved by their supervisor, Karen Asenavage or Scott Stevens and the cost object approver Dru

Arban. Upon returning from a conference, funded attendees should plan to make a presentation to their colleagues summarizing what they gained from attending the event.

Effective April 1, 2006, the Director will authorize Committee Chairs or designees of the chairs to seek approval for professional development without the need to have had a paper accepted for presentation. The purpose of this funding is to permit members of committees to expand their areas of expertise in order to better serve their colleagues through their committee work. Such funding is limited and each request will be considered on a case by case basis.

Available funding for any conference may change from year to year. Faculty should consult with the Director about available funding in given categories prior to committing to attend a conference.

Process for Payment and Reimbursement

All faculty and staff attending professional development conferences, should request a concur credit or declining balance card, before paying for any conference related expenses.

It will take about 1-2 weeks to receive the concur card, so please plan accordingly.

A travel request, with estimated costs is required to be submitted and approved in the Concur system, before you will be allowed to paying for conference related expenses.

All expenses related to the conference should be paid for with your concur card; all receipts, cash withdraws and cash payments, should be accounted for and will be required for signoff in the University of Delaware concur system.

Reimbursements will only be accepted on a last case scenario, when a Concur card is unavailable. Your reimbursement will be submitted through concur and a detailed log of expenses and receipts for all expenses must be submitted with the reimbursement form.

Instructions can be found on the procurement website:

<http://www1.udel.edu/procurement/concur/concur-training.html> or you can email Rebecca Usher, the financial coordinator for any concur related questions.