

ARTICLE XX.
PROFESSIONAL DEVELOPMENT

Section A.

1. An Employee's School, Department or Program may provide funding support for professional development opportunities where feasible and justified, subject to the approval of the Employee's supervisor.
2. These funds may be used with prior authorization for job-related expenses, including travel expenses; fees for conferences or memberships to professional organizations; and purchases such as books, journals, hardware, or software.
3. Any funds that departments, programs, or Schools make available to Employees for course-related expenses (class materials, refreshments, field trips, guest speaker honoraria, etc.) shall not be reckoned as part of the professional development funds that an Employee may receive.

Section B Access to Professional Development Activities

1. Employees shall have access to ~~all~~ professional development activities which include, but are not limited to, Office of the Senior Vice Provost for Faculty Development & Diversity, HILT, Derek Bok Center, Instructional Moves, HMS/HSDM Leadership Development Course for Physicians and Scientists, Nature Masterclasses, FAS Office of Postdoctoral Affairs, HMS & HSDM Office for Postdoctoral Affairs, and the Center for Workforce Development, based on their position and School.
2. Employees shall have access to job application assistance and workshops provided by the FAS Office of Postdoctoral Affairs, ~~or~~ the HMS & HSDM Office for Postdoctoral Affairs, and the Center for Workforce Development, based on their position and School.

Section C. Research Employees may request an annual meeting with their supervisor to review and develop their Individual Development Plan, and supervisors shall make themselves reasonably available for such meetings.

Section D

1. After completion of one year of full-time service, each Lecturer (of any designation), College Fellow and Associate Senior Lecturer with a full-time appointment shall be eligible for an annual allowance of \$1,000 per fiscal year from the School to be used to support such Employee's professional development.
2. Such Employees may use their allowance to fund professional development and continuing education opportunities related to their required job functions, such as conference and related travel expenses, courses, training materials and relevant professional memberships.
3. It is provided, however, that if an Employee receives funds from their department for such professional development, such amount will be deducted from the \$1000 per year to be given by the School. If they do not receive any such funds from their department, then the School will provide up to the full \$1000 per fiscal year. Departments are obligated to report any money expended on professional development for Lecturers, College Fellows and Associate Senior Lecturers to the School in a time frame to be established by each School.
4. Any funds not spent by the Employee in a given fiscal year will revert to the School's general fund.

Employees will comply with any applicable School policies regarding administration and procedures regarding professional development funds.

Section E Current Practice

Any policies or past practices for the granting or dispersal of funds for travel support and other professional development opportunities to Employees that are currently in place by academic units may shall remain in place, unless superseded by, or in conflict with, another part of this Agreement.