



# Pacific Lutheran University

**FROM:** Patrick Gehring, AVP for Finance  
**SUBJECT:** Funding for Faculty Development  
**DATE:** July 27, 2022

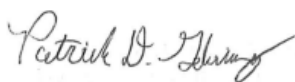
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1. This letter outlines an agreement between the Business Office and the Provost's Office to create professional development funds for tenure and tenure track faculty in Banner, for each College.
2. Process.
  - a. The University will allocate funds at the start of each fiscal year into four development funds/accounts, one for each of the four colleges. This allocation will be affected by expense transfer from the operating budget.
  - b. The Provost's Office will be responsible for submitting the transfer request to the Business Office. The transfer will take place at the beginning of each fiscal year.
  - c. Budgeted contributions may vary from year to year, subject to the annual budget process.
  - d. Going forward, development expenses associated with these budgets will be charged to these accounts; they will no longer be charged directly to the operating budget. Colleges will be responsible for monitoring and reclassing departmental development expenses charged to operating budgets.
  - e. This practice allows faculty to accrue funds to support costlier activities in later years, instead of being constrained by current year budget allocations.
  - f. A faculty member's balance will be increased by their share of the annual budget allocation and decreased by their respective development expenditures, or by redistribution of their remaining funds at separation or retirement.
  - g. Each college is expected to internally account for each faculty member's share of the fund balance. This means that the sum of all faculty balances equals the fund balance. At a minimum, Colleges are expected to reconcile these fund balances annually at the close of each fiscal year and provide copies to the Business Office. The reconciliation should include an itemization of each faculty member's balance, the sum of which should equal the fund balance. Inability to provide this will result in recapture of a College's fund balance back to the operating fund, and forfeiture of accrued development funds.
  - h. Development costs that exceed a faculty member's balance may be supplemented from gift accounts or other areas. This will be accomplished through interfund transfer.

3. Eligibility. All tenure and tenure track faculty are eligible for these funds with the exception of the Provost, Associate Provost, and College Deans.
4. Accounting. Transfers and charges for travel will be accounted for as such:
  - a. Transfer. Debit to 110001-XXXX-7136-11, Credit to XXXXXX-XXXX-7136-11. This entry will cancel itself and will have no effect on the consolidated financial statements.
  - b. Charges. Debit to XXXXXX-XXXX-7136-11. Faculty will use one of the four funds below for charging development expenses. This entry will make sure that costs are expensed in the proper accounting period. This will be important as there will be time lags between funding of accounts and incurred expenses. Colleges will use this data to update their internal tracking as described above.
  - c. Development Fund and Org codes have been established as follows:

College	Fund	Org
Health Professions	124100	6601
HUMA, IDST, SOSC	124200	6602
Natural Sciences	124300	6603
Professional Studies	124400	6604

5. Restrictions.
  - a. Individual balances cannot be allowed to go negative. If this occurs, the College will agree to transfer-in funds from other sources in order to settle the deficit.
  - b. These funds are intended to be spent and to not become a significant financial liability for the University. Faculty members may not accrue a balance exceeding \$4,000 in unspent funds at the end of any fiscal year. For example, if a faculty member has a balance of \$4,000 at the end of FY 25/26, they will not receive any contribution in FY 26/27, and so on. This limit may be reviewed periodically for reasonableness.
  - c. No outgoing funds transfers may take place from these four accounts.
  - d. Funds that are credited in future years cannot be used to pay for unreimbursed portions of expenses in prior years.
  - e. Allowable Costs. Please refer to the [Business Office's definition](#) of development related costs under account code 7136 – Faculty Development.



Patrick Gehring  
AVP For Finance



Joanna Gregson  
Provost