

E EASTERN MICHIGAN UNIVERSITY

Eastern Michigan University and the Eastern Michigan University Federation of Teachers support the principle of providing a competitive program of Lecturer Professional Development (LPD) in direct support of activities to enhance the teaching of Lecturers. The program is open to Full-Time Lecturers, PTL3s and PTL2s. PTL1s are not eligible for funding under this program.

Starting with the 2024-25 academic year, EMU will dedicate \$25,000/year to the Lecturer Professional Development Fund. Eligible Lecturers may apply to the fund as many times as they like, but reimbursement for any one Lecturer shall not exceed \$2,500

The funds available through this program are not intended to replace funding that has historically been available to Lecturers through other sources at EMU. Eligible Lecturers should apply for funding available through other sources at EMU before applying for funds through this program.

The application process is as follows:

- Applications are accepted on a rolling basis, but must be received no later than 30 days before the commencement of the activity for which funding is being requested.
- Application must include anticipated expenses (reimbursement shall not exceed \$2,500)
- Application must also include a short explanation of how the requested activity is related to and will support or improve the applicant's teaching.
- Applicants will be reviewed on the 15th of each month and applicants will be notified of the status of their application after the review within 3 working days.
- Applicants must use the university's Concur system to submit expenses
- Reimbursement shall be made via additional compensation on the next pay period after the expenses are submitted via Concur.
- *University policies for reimbursement apply including the requirement to provide original, itemized receipts for expenses. No reimbursement can be authorized without appropriate receipts. Further, unused funds do not carry over year-to-year.*

This program shall expire at the end of business on August 31, 2028

Please access the [Lecturer Professional Development Fund Reimbursement Request form](#).