

APPLICATION FOR CSU-AAUP RETRAINING FUNDS

This application and your written proposal should be submitted to your chairperson, dean and provost for recommendation. It will then be forwarded to the University President and CSU-AAUP President for approval.

Name: _____ **Department:** _____

Rank: _____ **Degrees Held:** _____

Discipline for which you wish to retrain: _____

Requested Budget:

Tuition: \$ _____ Books: \$ _____

Travel: \$ _____ Other: \$ _____

Rationale for Retraining:

I recommend _____ I do not recommend _____

Chairperson _____ *Signature* _____ **Date** _____

I recommend _____ I do not recommend _____

Dean _____ *Signature* _____ **Date** _____

I recommend _____ I do not recommend _____

Provost _____ *Signature* _____ **Date** _____

I approve _____ I do not approve _____

University President _____ *Signature* _____ **Date** _____

I approve _____ I do not approve _____

CSU-AAUP President _____ *Signature* _____ **Date** _____

For guidelines on retraining, see CSU-AAUP Contact Article 12.10.1, and the Guidelines for Selection of Faculty Retraining on the reverse side of this application form.

GUIDELINES FOR SELECTION OF FACULTY RETRAINING

1. The retraining program is designed to serve the staffing needs of the Connecticut State Universities. Particularly, it is designed to transfer full-time faculty from areas of declining enrollment to areas of increasing enrollment or to essential administrative or support positions as identified by the President of each university.
2. The program is intended to retrain faculty, not to support faculty members' professional development in their current disciplines.
3. Faculty whose retraining proposals have been approved for funding by the campus president will enroll in programs at accredited institutions of higher learning other than their home institutions.
4. Prior to approval of retraining proposals, both the original and new departments shall be consulted regarding the effects on the department of the retraining.
5. Transfer to the new department will be conditional on successful achievement and completion of the conditions contained in the approved retraining proposal.
6. Article 12.10.1 of the CSU-AAUP Contract specifies amounts to be allocated for each of the four years of the contract for the purposes of retraining, faculty professional travel, faculty development, research grants, and curriculum-related activities.

The entire pool of money for a given year for these purposes will be divided among the campuses in a manner approved by the Board of Trustees. The expenditure of such funds allocated to each campus shall be at the discretion of the President as constrained by:

- a. the contract
 - b. guidelines adopted for administering retraining
 - c. guidelines adopted for administering funds for faculty travel and
 - d. guidelines adopted for administering funds and positions for supplementary salaries.
7. Retraining funds may not be used to hire replacements for faculty on leave for retraining purposes. If such replacements are judged to be absolutely essential because courses have already been scheduled or for other reasons, they must be provided through funds allocated for personal services.
 8. The procedures to be followed in developing, submitting, evaluating, and approving specific proposals will be developed on each campus at the direction of the President and subject to his approval. These procedures must be consistent with the contract provision pertaining to retraining, CSU-AAUP Contract Article 9.12.