



Guidelines for Faculty Training and Professional Development (FTPD) Stipends

Under [CSU Technical Letter HR/Salary 2023-11](#), Faculty Training and Professional Development Stipends (one time or per occurrence) can be provided for completion of a training and professional development activity. Stipends cannot be provided for training required by law or CSU policy. The technical letter provides action items based on an agreement reached between the California State University and the California Faculty Association (CFA) on May 26, 2023, to create a new earnings ID in support of professional development and training for Faculty Unit employees.

ELIGIBILITY

Only active Unit 3 faculty members (full time or part-time) who will be on contract with an existing Unit 3 appointment during the entire time frame of the training or professional development opportunity are eligible to be considered for a stipend. All portions of the training or development activity must be completed while the faculty member is on contract in their Unit 3 appointment. Note: the stipend alone does not constitute the necessary Unit 3 appointment.

DETAILS

Stipends will typically be limited to multi-participant training activities organized at the campus level or at the college or department level under the following conditions:

- All eligible faculty who participate in the same manner in the same approved training or professional development activity must be paid the same amount. Training activities must be consistent with Article 25 (Professional Development) of the CFA Collective Bargaining Agreement, such as training or retraining of benefit to the CSU.
- Payments are taxable and are not pensionable.
- Payment of these stipends does not constitute workload, additional employment or provide for additional entitlements.
- Participation in professional development/training programs may not: influence employee evaluations or potential range elevations, be used in determining course assignments, impact eligibility for appointments.
- Any such professional development/training program shall not be considered extraordinary support or constitute work for hire.
- Stipends can only be issued to individuals participating in the training. Per systemwide guidance, they cannot be issued to faculty who are providing the training.
- The dollar amount of the one-time stipend(s) is limited to a total of \$10,000 per fiscal year per Unit 3 employee throughout the CSU system. Note, exceptions to the maximum limit will require specific approval by the president (or the president's designee).
- MPPs, Staff, FERP, and retired annuitant faculty are not eligible for the FTPD stipend.

PRE-APPROVAL IS REQUIRED

The appropriate unit administrator overseeing the faculty training and professional development activity must confirm the source of funds with their respective divisional resource officers to ensure they have the budget to pay all participants. After budget is confirmed, the offering department must complete

the Faculty Training and Professional Development (FTPD) Stipend Request & Approval Form to be reviewed and approved by the unit administrator. The unit administrator and offering department should work with faculty to ensure that the \$10,000 maximum is not exceeded. If there is a change in the final payment, the pre-approved document should be voided and resubmitted with the correct final amount.

TRACKING

Faculty are limited to a maximum of \$10,000 in stipends for faculty training and professional development per fiscal year. Faculty cannot accept an offer for a stipend that will cause them to exceed this \$10,000 annual limit. Faculty Affairs will track these maximums.

FACULTY RESPONSIBILITIES

A faculty unit employee shall not accept a stipend if it would cause them to exceed \$10,000 in stipends per fiscal year. Faculty may not request or accept professional development and/or training under this program unless they are on active pay status as a faculty bargaining unit employee. A faculty member accepting a stipend must fulfill all of the stated terms and expectations that constitute completion of the training or development activity to receive the stipend

CAMPUS PROCEDURE

1. The unit providing/hosting the training or professional development opportunity will contact unit administrator (i.e., college dean or MPP of unit designee) for pre-approval
2. Unit administrator will determine that the activity meets FTPD stipend guidelines and confirms source of funds.
3. After unit administrator pre-approval, department will submit the FTPD Stipend Request & Approval Form available in DocuSign (template link here). Include evidence that the training opportunity was made publicly available to all eligible faculty. The description should include clear terms and expectations required for completion, dates, and any deliverables required for completing the activity.
4. The FTPD form must be signed by the faculty member, sponsoring department, unit administrator, and Faculty Affairs before HR payroll will process payment.
5. The Office of Faculty Affairs will track stipend amounts for faculty members to ensure that the \$10,000 limit is not exceeded.