

FDF Workshop

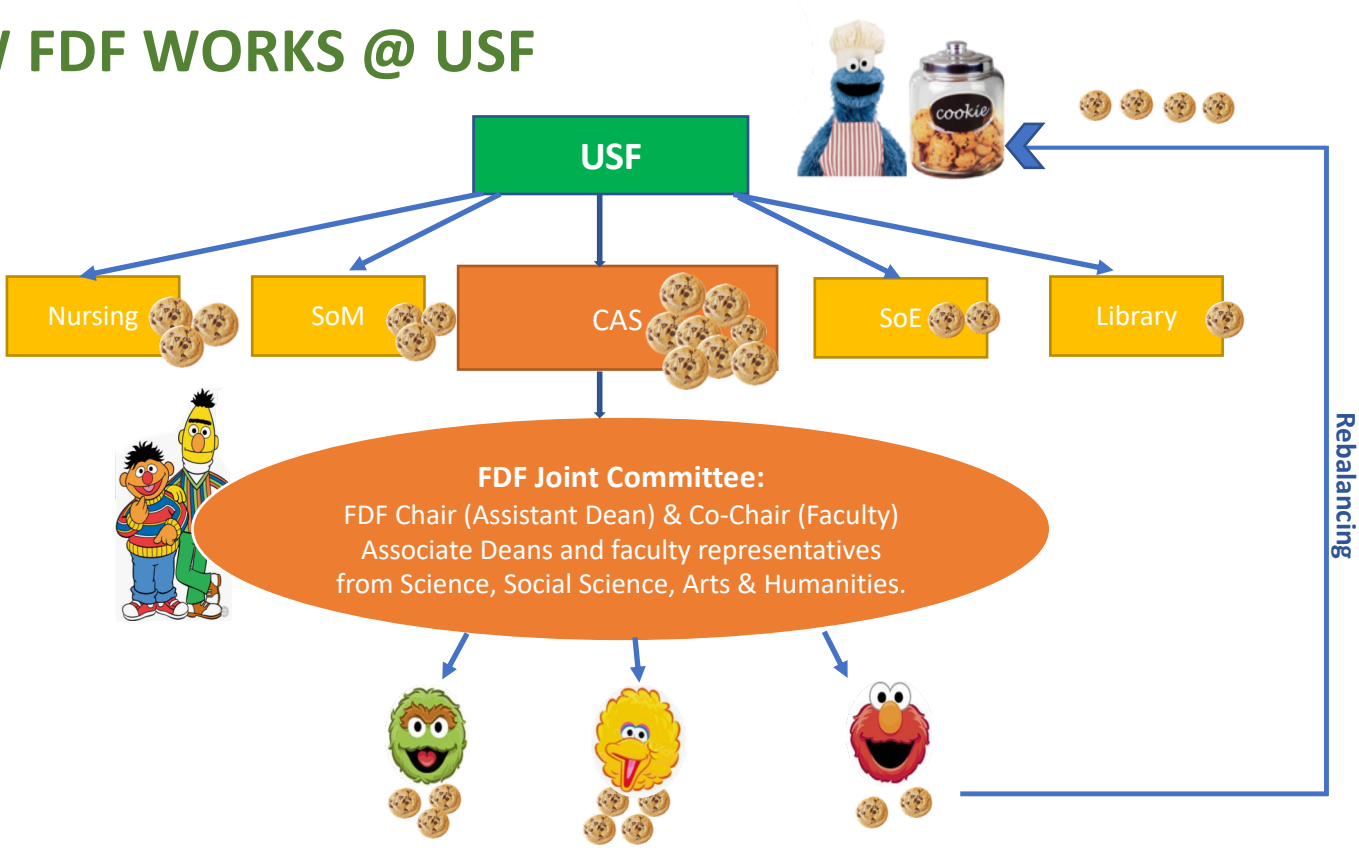
Fall 2019

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What is Faculty Development Fund?

- FDF is a contractually negotiated benefit.
- Each year, USF commits a specific amount based on a formula outlined in the CBA.
- There is a per-person amount which increases according to the CPI each year, multiplied by the number of faculty.
- All USFFA members are eligible to apply.
 - There is no guaranteed amount per a faculty member.
- Two cycles to apply: Fall and Spring. (No summer cycle)

HOW FDF WORKS @ USF



CBA Guideline used by FDF committee

- 34.5 FDF/LDF shall be awarded pursuant to the following criteria listed in order of priority:
- (A) for research endeavors which may support a candidate's request for consideration for promotion or tenure;
 - (B) to faculty or librarians who wish to enhance professional effectiveness, as defined in this Agreement. Awards shall be based on academic merits alone. Ordinarily, preference for FDF/LDF in each college or library for this criterion shall be junior faculty/librarians.

E-FOAP v. O-FOAP

Once your FDF is awarded, your fund(s) will be transferred to an FOAP account (E-FOAP or O-FOAP).

Each type of FOAP corresponds to fiscal year in which your award is made.

You will be required to use an account that corresponds to each year's award.

You will have to switch your account number manually via Workday.

- FDF awards made in FY 19 (AY18-19) → O-FOAP
 - Odd numbered year = Fiscal year ending in an odd fiscal year
- FDF awards made in FY 20 (AY19-20) → E-FOAP
 - Even numbered year = Fiscal year ending in an even fiscal year



Shelf life of your FDF funds

- You have approximately 18 - 20 months to spend down your FDF award(s).
- You have 4 to 9 months to decide whether you want to return any unused portion of your award back to the FDF pool.
 - Any returned funds will be used for the future awards.
 - This helps maintaining health of our FDF budgets.

Key Dates to remember

AUGUST 15th

Award Cycle (Account)	Deadline to return unused funds	Deadline to use awarded funds
Fall 2018 (O FOAP)	August 15, 2019	August 15, 2020
Spring 2019 (O FOAP)	August 15, 2019	August 15, 2020
Fall 2019 (E FOAP)	August 15, 2020	August 15, 2021
Spring 2020 (E FOAP)	August 15, 2020	August 15, 2021
Fall 2020 (O FOAP)	August 15, 2021	August 15, 2022
Spring 2021 (O FOAP)	August 15, 2021	August 15, 2022

Track your spending

- Please make budget query periodically to ensure you have enough balance to spend and avert overdraft.
- We recommend you to use our RA timesheet and tracking sheet.
- Tracking your account helps you to identify...
 - 1) an unused amount that you can return to our pool
 - 2) an unintended error

