

MEMORANDUM

TO: University Faculty

FROM: Vilas A. Prabhu, Ph.D., M.B.A.
Provost and Vice President
for Academic Affairs

DATE: October 23, 2017

SUBJECT: CBA ARTICLE 40 INCENTIVE / PROFESSIONAL DEVELOPMENT FUNDING FOR TEACHING AT OTHER LOCATIONS

If you are a regular faculty member (i.e, not temporary part- or full-time), your primary work location is at Millersville University and you are teaching a course at a location more than 15 miles away from your home or the university (whichever is closer to the teaching location), you may be eligible for a cash incentive or professional development funding. Student teacher supervision and internship supervision assignments are not eligible for consideration; however, nursing clinical supervision is eligible.

Please note: whether or not you submit a form requesting compensation through Article 40, you are still responsible to submit your travel expense request and voucher for reimbursement in accordance with Millersville University’s [Travel Expense Regulations Policy](#) and the CBA (Article 40.B.4, p. 114).

A provision in the current CBA specifies as follows:

3. In addition to their regular compensation under this Agreement, FACULTY MEMBERS who volunteer to teach at other teaching locations or are assigned in accordance with 2. above may elect one of the following incentives, except that no incentive shall be paid for teaching locations within fifteen (15) miles of the FACULTY MEMBER’S home or the University, whichever is closer:

<u>Total Cumulative Miles Traveled</u>	<u>Cash Incentive</u>	<u>Professional Development Incentive</u>
500 miles or less	0	0
501-1,500 miles	\$375	\$500
1,501 – 3000 miles	\$750	\$1,000
Over 3,000 miles	\$1,125	\$1,500

If you believe that you qualify for the above incentive / professional development funding, fill out the **Article 40 Teaching Incentive Form** available in the section “Article 40 Incentive for Teaching at Other Locations” on the Provost’s webpage “[Information for Faculty](#).” (Scroll about two-thirds down the webpage to locate the Article 40 section.)

One form should be filled out per course, if you are teaching more than one course at another location.

This form may be turned into your dean’s office at any point in the semester for your anticipated cumulative mileage through the end of the semester.

NOTE: Forms submitted more than 90 days after the last paydate for a semester will not be accepted or paid.