

Policy for Allocation of Professional Development Funds for Graduate Students

Department of Theatre Arts

The department recognizes the importance of encouraging and supporting graduate students in scholarly and professional development activities. Funds available for such activities may come from supplies and services (S&S) and other discretionary funds available to the department (e.g., summer session dividends or endowment accounts). Applications should be submitted to the department head, who will consult the faculty about the appropriateness of the proposed activity. There are two categories of scholarly and professional activity for which graduate students may apply for support:

1) Annual support: Because the department's professional development funds are limited, graduate students who hold a GE appointment with the department (including Ph.D. students in their 5th year of study, whether or not they hold a GE appointment) may request up to \$700 in support during a given fiscal year (July 1 to June 30). Priority is given to students engaged in dissertation research. Requests are considered on a rolling basis and can be submitted at any time throughout the year. Professional development funds can cover travel, lodging, and registration expenses for one or more opportunities up to the \$700 annual limit.

2) One-time support for opportunities with professional theatre companies: Once during their graduate careers, qualified graduate students (see 1 above) may apply for up to \$2000 in support of internships with professional theatre companies or to travel to professional theaters outside the Eugene area. Internship appointments may be made with the range of single venue or touring companies. Travel to professional theaters outside the Eugene area should include opportunities to attend master classes with professional artists and teachers, participate in backstage visits, and otherwise absorb the culture and craft of theatre at its source. Professional development funds can cover travel, lodging, and per diem expenses for one or more opportunities up to the \$2000 limit.

Original policy date: 11/7/17

Revised: 10/8/2021 to remove "New York City" from section 2. The donor purpose language for the fund supporting this professional development underwent revision to provide broader opportunities for graduate students.

The department manager will keep updated records on commitments of professional development support to individual graduate students. Once a request for professional development funding has been approved by the department head, students will receive distribution of funds in the form of a scholarship on their student account in approximately 2-3 weeks. Graduate students are responsible for making travel arrangements, collecting receipts up to the amount granted, and ensuring that receipts are submitted to the department for documentation. In the event a student does not complete a trip, they must either receive approval for a substitute professional development opportunity or repay the department.

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