



Dear CLAE Faculty,

Greetings from your CLAE Shared Governance 11.6 Funds Committee! We write with an update and some background information for new faculty.

I. What Is The CLAE 11.6 Funds Committee?

In short, the CLAE 11.6 Funds Committee (previously known as the CLAE Grants and Funds Committee) supports CLAE faculty in their requests to access and utilize the “Voucher Fund for Faculty Research and Professional Development Support” that is guaranteed under 11.6 of the 2021-2026 Collective Bargaining Agreement between the University of Detroit Mercy and the UDMPU (aka “the UDMPU Contract”). The purpose of the CLAE 11.6 Funds Committee is to facilitate the distribution of UDMPU 11.6 Voucher funds to faculty members in a manner consistent with the UDMPU contract. For further information, please visit our CLAE Shared Governance website at: <https://claesg.udmercy.edu/grants-funds-committee/>.

II. What can I do with my 11.6 Voucher?

Allowable expenses for the 11.6 Voucher are detailed in the 2021-2026 UDMPU Contract listed under **11.6 - Voucher Fund for Faculty Research and Professional Development Support**. The UDMPU contract may be accessed by visiting the UDMPU Website at <https://udmpu.org/>. Faculty who have questions if a certain item will be reimbursed should contact the committee, preferably before spending the money on the item.

III. Reminders About 11.6 Funds and Allocation Processes

The committee seeks to provide education and consultation to CLAE faculty members regarding the process by which to use 11.6 funds and as to what constitutes allowable expenses for 11.6 funds.

The committee receives correspondence and inquiries from the CLAE Operations Manager (Angela Davis, davisam3@udmercy.edu) regarding faculty members’ requests for use of 11.6 funds. The committee evaluates whether such requests are allowable under the 11.6 language in the UDMPU contract, seeking additional information as needed. The committee consults with UDMPU Leadership, as needed, when there are questions regarding what constitutes allowable 11.6 expenses. The committee shares its decision with the CLAE Operations Manager.

Finally, the committee reviews the year-end totals for funds used in the initial distribution, the remaining funds, and determines the equitable distribution of remaining funds to CLAE faculty in the second disbursement.

IV. Disbursement Policies

Each year, per 11.6 in the contract, faculty are informed by the Provost of the amount of funds available in their voucher. Faculty are entitled to spend the entirety of the voucher on allowable expenses and be reimbursed so long as receipts are provided by the date specified at the end of the academic year.

Once all faculty have been reimbursed for monies spent up to the voucher amount, any unused voucher funds remaining are evaluated by the 11.6 funds committee and (re)distributed to faculty who submitted receipts documenting allowable expenses in excess of the original voucher amount. This “second disbursement” generally takes place in the Fall term of the following academic year. It is the policy of the committee to fully reimburse all faculty who spent in excess of the voucher amount when there are enough remaining funds to do so. If there are not enough remaining funds to fully reimburse faculty as part of the second disbursement, the committee decides how to distribute the funds to faculty with excess expenses in a fair manner.

V. 2023-2023 Academic Year – Summary of Voucher Amounts and Current Status

For the 2022-2023 Academic Year, CLAE faculty vouchers totaled \$137,924.16. Faculty submitted requests for reimbursement for \$118,001.45 (of which \$ \$91,806.89 was paid out in the first disbursement and \$26,194.56 will be paid to faculty through the second disbursement). The remaining funds (\$19,922.71) that were not used by CLAE faculty will be rolled into the voucher pool for Academic Year 2023-2024. All information regarding CLAE faculty’s second disbursements was to be sent to Accounts Payable by October 2, 2023. At this time, we do not yet know the voucher amount for 2023-2024 and should receive that after all Academic Units send back any unspent funds from 2022-2023.

VI. Further Questions or Concerns?

CLAE faculty with questions about 11.6 funds or committee decisions are invited to contact the committee. We are here to support you!

Respectfully submitted by your CLAE 11.6 Committee,

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Miao Qian
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