

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

Expansion of Wright Way Policy on Professional Memberships

The university considers professional memberships to be a personal expense but allows purchases with university funds in limited circumstances (WWP 5301.9) Individual memberships paid with university funds must serve a public purpose and show a benefit to the institution. The membership must be in a professional organization recognized as such in the higher education field, academic discipline, or related area of university employment. With the concurrence of the university, the college has allowed faculty members to pay for one professional membership from their own RIF or other discretionary funds without meeting the requirement of 5301.9b3.

However, there are instances where it may reasonable and valuable for faculty to request payment for additional professional memberships. To be considered for approval, the membership must meet one of the following conditions:

- College representation to the professional organization is institutionally important but institutional memberships are not available
- Institutional or college representation is deemed important, and individual membership is available at substantially lower cost than institutional membership
- Individual membership is required for paper submission, program presentation, or access to faculty or administrative recruiting at a professional meeting
- The faculty member is serving as an advisor to a student chapter of a professional organization that he/she would not normally join
- Membership saves WSU money in terms of merchandise discounts or registration fees and savings at least equal to the membership cost will be realized

The purchase of lifetime memberships is not allowed. Although the lifetime membership may slightly reduce the administrative burden of annual renewals, the college loses the ability to review the legitimacy of the membership. Also, in the event a faculty member departs the university, WSU loses the benefit of the membership since it is in the name of an individual.

The department chair must approve all membership purchases. The department will maintain a file of membership approvals and documentation that membership conditions are met. All memberships purchased with university funds must show a university business address and not a home address.

Authority: Dean Brandeberry with review and concurrence of university controller,
Jeff Ulliman, August 2000